

Mission Statement

The Harris County Juvenile Probation Department is committed to the protection of the public, utilizing intervention strategies that are community-based, family-oriented and least restrictive while emphasizing responsibility and accountability of both parent and child.



The Harris County Juvenile Probation Department administers the County's services to children aged 10-17, who are declared delinquent or in need of supervision by the Court. The Department operates within the provisions of the Texas Family Code and under the authority of its governing body, the Harris County Juvenile Board. The department is accountable and follows the guidelines of its primary funding sources: Harris County Commissioners Court and the Texas Juvenile Justice Department (TJJD).

The Executive Director/Chief Juvenile Probation Officer administers all operations of the Department. The main office is located in Downtown Houston, Texas, with ten field offices and four institutional facilities.

Executive Director Thomas Brooks
Assistant Executive Director Henry Gonzales

Deputy Directors

Steve Willing, *Intake/Court Services*

Marilyn Broussard-Webb, *Field Services*

Dr. Diana Quintana, *Health Services*

Melissa Dehoyos-Watson, *Residential Services*

Julie Pruitt, *Education Services*

Dr. Matthew Shelton, *Administrative Services*

Janie Moreno, *Budget and Support Services*

Harris County Juvenile Probation



A Balanced Approach to Juvenile Justice

Community based, family-oriented.

713-222-4100

[Www.hcjpd.org](http://www.hcjpd.org)

Employment Opportunities

All applicants must be at least 21 years of age, and be able to obtain a valid Texas Driver's License.

The following positions are the most commonly available at the Juvenile Probation Department:

Juvenile Probation Officer (JPO)

A JPO administers the appropriate supervision and services to children who have been referred to the department. A Bachelor's degree is required, plus either one year of related experience, or 18 hours of graduate study in a related field.

Juvenile Supervision Officer (JSO)

A JSO is responsible for direct care and supervision of youth who are incarcerated in any of our 4 residential facilities. A High School Diploma or GED is required. Bachelor's degree and some experience working with youth is preferred.

Staff Services

These are clerical positions that provide support services for the Department. Requirements vary, but will include proficiency with Microsoft applications, and a minimum of 1-2 years of related clerical experience.

How to apply for a Position at Harris County Juvenile Probation

The Harris County Human Resources/Risk Management Office requires that individuals apply for positions that are available at the time of application. Current positions are posted on the website at www.hctx.net/hrrm.

1. Applicants can search for open positions at www.hctx.net/hrrm. In order to apply, the site will direct applicants to GovernmentJobs.com to create a profile, upload resumes and transcripts, and track your applications. Paper applications **are not** accepted.
2. Proof of educational documentation is **required** with the application. (High School Diploma or equivalency and/or transcripts or copy of degree). Position requirements determine which documents are necessary. Applications **will not** be considered without these documents.

HCJPD Teachers - a special class!

Our Department staffs the Juvenile Justice Alternative Education Program for Harris County, in addition to the Excel Charter School's 4 campuses within the residential facilities. Teachers who have retired from TRA can still receive benefits while employed with HCJPD, contributing to TCDRS. We employ Certified and Non-certified teachers, substitutes, and other education professionals.

Employment Benefits

Among the Harris County employee benefits are:

- Paid sick leave
- Paid vacation
- Retirement
- Longevity pay
- Health, Vision and Dental insurance



Intern and Volunteer Opportunities

Individuals interested in volunteer opportunities with HCJPD can call Tom Hough at 713-222-4292 to be connected with one of our many organizations that provide services. Students interested in an internship can call Pamela Ramirez at 713-222-4848