LAPEER COUNTY PROBATE/FAMILY COURT **DEPARTMENT**

JOB POSTING

Position: Intensive Probation Caseworker

Job Responsibilities: See attached Job Description

Qualifications & Requirements:

Education: Bachelor Degree in Human Services Field

Experience: One year field experience

Work Location: **Lapeer County Probate/Family Court -Juvenile Division**

Hours of Work per Week: 40

Benefits:
Salary: Entry level: $17.81 with benefits

Status: **Contractual**

Supply Application/Resume To: **Lori E. Curtiss/Court Administrator**
Lapeer Probate/Family Court-Juvenile Division
255 Clay Street
Lapeer, Michigan 48446
FAX **810-667-0271**
EMAIL **lcurtiss@lapeercounty.org**

Application Deadline: April 4, 2014

EOE

Position #: _____

Posting Date: _____ *by ( )*

Removal Date: _____ *by ( )*

LAPEER COUNTY

PROBATE/FAMILY COURT

INTENSIVE JUVENILE PROBATION
CONTRACTUAL POSITION

General Summary

Under the direct supervision of the Family Court Administrator – Juvenile Division this position will monitor the high risk youth that are at risk of being out of home placement and ordered into the program after referral process has been completed. Supervise these youth and their families in working the set program until their successful completion of the program.

Essential Functions

1. Develops coordinates and manages a full continuum of treatment services for Intensive Probation Court participants and families to meet their needs.

2. Actively monitors compliance of the participant in the program and reports weekly to the Administrator as to the progress of the participant.

3. Maintains 24 hour accessibility for participants and family via cell phone or other methods of communication.

4. Conducts ongoing assessments of participants/families to make informed recommendations to the Case Conference Team..

5. Completes drug screens on participates and families as required.

6. Meets with participants and families on a prescribed schedule to help build family relationships, solve crises, supports youth efforts to attain program goals, etc.

7. Assures incentives and sanctions are implemented.

8. Utilizes a team approach with treatment providers and other invested; as required by participates and families.

9. Testifies in court to support the recommendation of the Status Conference Team.

10. Transports or arranges transportation for participants and families.

11. Assists Juvenile Probation Officer staff with developing alternative recommendation for youth not accepted into program

12. Develops and maintains a comprehensive knowledge of community resources.

13. Provide linkages for the participants with those resources best suited to meet the needs.

14. Attends trainings and maintain functional knowledge treatment programs and delivery systems.

15. Flexible in work schedule in monitoring participants at various hours.

16. Complete contacts in all settings, home, school, office, employment or where deemed necessary.

17. Create, implement, maintain data entry program for evaluations.

18 Establishes family activities minimally on a quarterly basis for family

19. Implements the Intensive Probation Program on a strength based philosophy.

20. Complete other duties as assigned or required to complete the program.

Other Functions:

Speaker to various organizations and leader in the promotion of the new develop program and implement to be successful.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education:

1. Bachelor's degree in social work, psychology, criminal justice, sociology guidance and counseling or other related field.
2. Minimum of one year field experience in a clinical or court setting.
3. Excellent written and oral expression.
4. Computer skills for data entry.
5. Knowledge about substance abuse and family dynamics.

Other Requirements: Valid Michigan Driver's License. Completes the Michigan Judicial Institute Certification for Juvenile Court Staff within two years after date of employment as required.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

FLSA Status: Non-exemp
Worker's Compensation Code: 7720/8832
Occupational Employment Statistical Code: 21911

Position: Contractual

Physical Requirements *{This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to the following requirements and working conditions. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements}:*

- Climbing stairs and otherwise accessing home's schools and other buildings in order to conduct interview and gather information.
- Ability to complete home inspections and visits through the time of the case.
- Ability to access schools, community agencies and other facilities used as referral or information sources.
- Ability to access department files.
- Able to confront participants/families regarding substance abuse and other behaviors in a professional manner
- Driving to various sites to conduct interviews and follow-up on youth, this will include potential long distances.

Working Conditions:

- Exposure to various weather conditions while conducting field work
- Exposure to youths with various emotional problems and violent youths and their parents and others, including visits to the home s of juvenile offenders
- Required to be available for calls evenings and weekends.
- Exposure to communicable diseases of clients and families.
- Exposure to homes of various states of cleanliness and hygiene.
- Exposure to human body in various states of dress