

54-A DISTRICT COURT

124 W. Michigan Ave., 6th Floor City Hall, Lansing, MI 48933

DISTRICT JUDGES
CHARLES F. FILICE
PATRICK F. CHERRY
FRANK J. DeLUCA
LOUISE ALDERSON
HUGH B. CLARKE, JR.



Court Administrator
ANETHIA BREWER

Magistrate
LAURA A. MILLMORE

JOB VACANCY POSTING

POSITION: DOMESTIC VIOLENCE SWIFT AND SURE SANCTIONS PROBATION OFFICER
STATUS: GRANT-FUNDED THROUGH SEPTEMBER 30, 2015
HOURS: 32 HOURS / WEEK

Position Description

Under limited supervision of the Chief Probation Officer, and in collaboration with the Domestic Violence Swift and Sure Sanctions Probation Program (DVSSSP) Team, this position is responsible for screening and supervising individuals charged with domestic violence and admitted into the program. In addition to all duties inherent to intensive probation supervision, this individual is responsible for grant management including collecting data, monitoring accounts, and reporting as required by the terms of the grant.

Examples of Duties

1. Screen individuals referred for program eligibility.
2. Provide intensive probation supervision for all program participants.
3. Refer participants to treatment programs and monitor participation through completion.
4. Refer participants for substance abuse testing, monitor compliance.
5. Provide prompt response for any violation of probation order.
6. Attend status review hearings and report on participants' compliance / non-compliance, submit reports and make recommendations based on participants' progress / lack of progress.
7. Collect and submit data to SCAO as required for purposes of tracking participants.
8. Prepare and submit progress and financial reports as required by the grant, monitor grant accounts.
9. Monitor availability of additional grant opportunities, participate in application process.
10. Perform other duties as directed.

Qualifications: Bachelor's degree in criminal justice, psychology, social work, counseling or closely related field, together with a minimum of one year of experience in the field of criminal justice, counseling, or case management.

Preferred Qualifications: Experience with grant management, grant administration, specialty courts, substance abuse, domestic violence offender population. Strong computer skills including spreadsheets and data bases. Excellent written and oral communication skills.

Physical Requirements: Walking, standing, prolonged sitting, repetitive hand/arm movements, carrying, bending, lifting up to 40 lbs, talking, seeing, hearing.

Compensation: Under the terms of the grant, this position is paid \$20.00 per hour for up to 32 hours per week. There are no benefits. The Court will provide parking in a City of Lansing parking ramp or CATA bus pass.

To Apply: Submit a 54-A District Court employment application*, letter of interest, resume with references and proof of degree to:

**Anethia Brewer, Court Administrator
54-A District Court
124 W. Michigan Ave., 6th Floor
Lansing, Michigan 48933**

*Applications are available on line at www.lansingcourt.gov. Applications must be downloaded and mailed to the above address, emailed to mkelly@lansingmi.gov, or faxed to Anethia Brewer at (517) 483-4478. If you need a disability related accommodation, or have questions about the application / selection process, please contact the 54-A District Court at (517) 483-4443.

Deadline to Apply: FRIDAY, MAY 2, 2014

The 54-A District Court is an equal opportunity employer and does not discriminate in its policies or practices on the basis of race, religion, color, national origin, gender, sexual orientation, marital status, height, weight, arrest record, or handicap of any individual.