**LAPEER COUNTY PROBATE / FAMILY COURT**

# JOB POSTING

**Position: Mental Health Probation Officer/Coordinator**

**Job Responsibilities:** See attached Job Description

**Qualifications & Requirements:**

Education: Bachelor's degree in social sciences or related human services field

Experience: Three to six month experience, including internships

**Hours of Work per Week: 29**

**Benefits:** Salary: Entry level: $18.90 with fringe benefits

**Status:** Contractual

**Application & Job Description: lapeercountyweb.org**

**Application & Resume to:** **Lori E. Curtiss/Court Administrator**
**Lapeer County Probate /Family Court**
**255 Clay Street**
**Lapeer, Michigan 48446**

**Email: lcurtiss@lapeercounty.org**

**Application Deadline: Until Filled**
**EOE**

# LAPEER COUNTY

# DISTRICT COURT

# MENTAL HEALTH

# PROBATION OFFICER/COORDINATOR

# CONTRACTUAL

## General Summary

Under the supervision of the District Court Administrator, conducts pre-sentence investigations and prepares pre-sentence reports following the acceptance into the Mental Health Program with recommendations. Coordinates the Mental Health Court grant through State Court Administrative Office assures program goals are met and data is complete.

## Essential Functions

1. Conducts pre-sentence investigations, which includes reviewing arrest reports, driving records, criminal histories, employment records, and other pertinent information regarding individuals placed into the Mental Health Programs. Interviews defendant, family, employer, complainant, law enforcement and school authorities as deemed necessary.

2. Provides orientation to newly assigned participants explaining and interpreting terms and conditions of probation orders and court policies and procedures.

3. Supervises and regularly meets with the participants to assure probation compliance. This includes calculating restitution, restrict driver's licenses, and enforces fines and costs.

4. Explores programs to facilitate rehabilitative probation measures.

5. Provides participants with guidance and counseling on personal, financial and related problems, and assists clients in correcting unacceptable behavior.

6. Assist participants in securing employment, entering school, securing training to improve job skills, and other rehabilitative measures as needed.

7. Initiates probation amendments such as violations and discharges when determined appropriate.

8. Maintains case records and statistics, and prepares case activity and related reports.

9. Coordinates community service placements for court ordered community service.

10. Coordinates the Mental Health Court Grant from State Court Administrative Officer by receiving and review all referrals to initially determine if meets the scope of the program.

11. Monitors Mental Health Court budget and submit quarterly reports for reimbursement.

12. Collects and input data into the State Court Administrative Office website.

13. Reviews and monitors outcome measures and report to the State.

14. Attends weekly Mental Health Court Case Conferencing Team and reports on progress or lack of progress regarding probation requirements.

15. Facilitates drug screens and reports attendance and results.

16. Contact participants in various locations from home, work/school sites.

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**Other Functions**

1. None listed

*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 by District Court Administration..*

**Employment Qualifications**

Education: Bachelor's degree in psychology, criminal justice, social work, counseling or a closely related field.

**Experience:** Three to six months of experience, including internships and on-the job training, preferably in a court or counseling, mental health, correctional, or substance abuse agency or related area.

*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-exempt

**Worker's Compensation Code:** 7720/8832

**Occupational Employment Statistical Code:** 27305

**Physical Requirements:** *{This job requires the ability to perform the essential functions contained in this description. These include, but ae 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}:*

Ability to enter and retrieve information from a computer terminal.
Ability to access probation files.
Ability to travel within the county.
May need to climb stairs on a regular basis to conduct checks at a variety of locations.

**Working Conditions:**

Regular contacts with persons charged and /or convicted of criminal offenses.
May be required to travel throughout the County.
Ability to access client and other departmental files.
Ability access all court locations and the jail.
May work in residences that are in various states of cleanliness.
May conduct field work at various times of day and night and in all types of neighborhoods.
Regular contacts with individuals with a variety of diseases that may be blood borne or airborne.

**Position:** Contractual 29 hours /week

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