



## JOB POSTING AND POSITION DESCRIPTION

### Van Buren County Courts Vision Statement:

We will lead and serve together with integrity, vision, and innovative thought.

**POSITION:** Youth Diversion Officer

**DATE:** April 30, 2018

**DEPARTMENT:** 36<sup>th</sup> Circuit Court – Family Division

**POSTING DEADLINE:** Open until filled

**GRADE RANGE:** R25 AFSCME (full-time)

**FLSA STATUS:** Non-Exempt

**PURPOSE:** The individual in this position serves in multiple roles related to the diversion of youth from the Court's formal delinquency calendar; including supervising youth that are referred to diversion services, conducting truancy conferences, serving as the Court's liaison to the schools for required restorative justice processes.

### **ABILITIES, KNOWLEDGE, AND SKILLS:**

- Must possess excellent verbal and written communication skills.
- Must be able to operate basic office equipment including PC, keyboard, calculator, printer, and multi-line telephone.
- Must be proficient in the use of Microsoft Office programs and must be able to learn and use industry specific software applications in the course of performing all job-related functions.
- Must be able to perform addition, subtraction, multiplication, and division and calculate percentages and decimals.
- Must be able to read and analyze court orders, statutes, procedures, court rules, and reports.
- Must be able to communicate in a professional manner with youth, families, attorneys, counselors, judges, school personnel, co-workers, and others.
- Must be able to attend trainings for professional development.
- Must be able to maintain confidentiality of court records.
- Must be able and willing to stay current with technology changes including the use of new software, hardware, and any related updates.
- Must possess knowledge of the Juvenile Code, juvenile court procedures, and have familiarity with community resources and evidence-based programs.
- Demonstrated ability to problem solve and act independently.
- Demonstrated ability to assess facts and situations and make decisions based on facts, procedure, and law.
- Demonstrated ability to use conflict resolution skills.
- Must be able to establish rapport with youth, families, caregivers, and service providers.
- Must possess and maintain a valid driver's license and vehicle registration and insurance.
- Must have access to reliable transportation.
- Must have ability to adapt daily schedule and assignments to respond to and address ever-changing risks and needs of delinquent youth.

### **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

Some work is performed in an office setting requiring light to sedentary work and lifting of objects up to 20 pounds. There is automobile travel required to conduct home visits, attend school meetings, and transport youths. All sites may not be barrier free.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Maintain frequent contact with youth, including at least one face-to-face meeting each week.
2. Investigate and monitor youth's compliance with diversion services.
3. Establish rapport with youth to establish ground rules, provide feedback and counsel to the youth, and to lay a foundation for successful completion of diversion.



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4. Report on the successful completion of, or failure to complete, diversion services.
5. Conduct truancy conferences.
6. Participate in school restorative justice conferences.
7. Identify family needs and make referrals to appropriate resources and agencies.
8. Coordinate services, and if necessary transportation, for the youth from various entities, i.e. schools, counselors, group therapy, medical appointments, etc.
9. Document all casework activities.
10. Attend Court hearings and report and/or testify as necessary.
11. Draft, edit, and prepare reports, court orders, notices, and other pleadings.
12. Compile case statistics and prepare reports for the court.
13. Teach coping and conflict resolutions skills to the youth and caregivers and parenting skills to caregivers.
14. Respond to inquiries from attorneys, law enforcement, court personnel, service providers, treatment agencies, schools, and other interested parties
15. Perform other duties as assigned.

**QUALIFICATIONS:** Bachelor's degree in social sciences, education, a related human service field, or a related field that qualifies the person to manage or supervise the delivery of juvenile services. Must complete the Michigan Judicial Institute certification training for juvenile court staff within two years after date of employment.

**EXPERIENCE:** Two years of previous experience working with youth and/or families from a variety of social, economic, educational, and cultural backgrounds. Previous work experience in a family court setting, residential treatment facility, juvenile detention facility, or educational institution is desired.

**SUPERVISION:** The position is supervised by the Probation Officer Supervisor.

### **OTHER REQUIREMENTS:**

Van Buren County Courts are a dynamic Court and candidates for this position must be able to adapt and thrive in a changing environment. Must be able to work with people who are operating in financially and emotionally stressful situations. Must be able to work independently and be a contributing member to the Circuit Court team. Must adhere to the Court's Code of Conduct.

Employment is dependent on background check, criminal history and fingerprint check, and drug screen. Applicant must complete county application form together with a letter of interest that outlines candidate's qualifications, experience, and interest in position.

**Send Applications To:** Van Buren County Administration Building  
219 E. Paw Paw Street, Suite 201  
Paw Paw, MI 49079

Applications are available from Human Resources Division  
Phone: (269) 657-8253  
Website: [www.vbco.org/humanresources.asp](http://www.vbco.org/humanresources.asp)

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