



Application Deadline is November 19, 2014

An online application must be completed at:

<https://secure.ewashtenaw.org/hrjobs/AppJobPostingList.do>

INTERNAL UNION APPLICANTS WILL BE GIVEN FIRST CONSIDERATION

DATE: 11/10/14
STATUS: Regular, Full Time
SALARY RANGE: \$40,253.32 - \$52,355.34
TITLE: PROBATION OFFICER-TRIAL COURT
GRADE: 22
UNION AFFILIATION: AFSCME 2733 Family Division - Juvenile Center

JOB SUMMARY:

Under the supervision of a higher classified employee, investigates the background of court referred youth in order to make appropriate recommendations to the bench. Collect, analyze and compile information for presentation to the court, on an as needed basis, by way of formalized written reports (social history, psychological and/or psychiatric evaluations, etc.). Explain the court process to the youth, families and the community. Organize and manage all aspects of the caseload. Promote the health, welfare and well being of the youth and his/her family.

EXAMPLES OF DUTIES

Essential Duties:

- Assumes responsibility for ensuring that the disposition of the case is properly carried out.
- Attends all required court hearings.
- Supervises court-referred youth in the community.
- Prepares & present written reports & other observations in order to assist the judge in determining the most proper disposition of each case. recommend probationary terms, treatment plans, removal from the home or other action.
- Has monthly face-to-face contact with all probationers (casework only).
- Sets up all services that are court ordered i.e. counseling, psych, etc.
- Refers clients & families to the appropriate community based services.
- Maintains & protect the confidentiality of the juvenile case record.
- Contacts & informs victims of case status & court decisions as required by statute.
- Works with families, other agencies & schools to devise & implement a case plan for the purpose of promoting positive behavioral change in the youth.
- Monitors the participation of the juvenile & the family in court ordered services.
- Maintains regular contacts with professional and social services agencies which may provide court wards with counseling, testing and guidance
- Maintains case files & do associated paperwork.
- Monitors and evaluate services provided court wards by outside agencies.
- Obtains & maintain statistical information on the performance of treatment & service providers.
- Keeps all computer & hand-written data entries current at all times.
- Obtains & maintain statistical info concerning the home conduct, school attendance, etc. of referred youth.
- Maintains working knowledge of Family Division policies & changes in the statute.
- Attend staff meetings as required.
- Attend all required meetings & training.
- Transport probationers to appointments.
- Performance of job duties may be required outside of normal working hours.
- Perform other related tasks and duties as assigned.

- Caseworkers will have partners. In the absence of one partner, coverage of the caseload will be the responsibility of the other partner.

IP, REINTEGRATION/IN-HOME SPECIFIC & IN ADDITION TO THE ABOVE

- Secures and keep a complete identification record of each juvenile supervised.
- Maintains an updated written statement on the conditions of in-home/ip and/or reintegration.
- Exercises close supervision and observation over juveniles ordered to participate in in-home/ip and/or reintegration.
- Visual contact with each child in the program at least four times per week.

INTAKE SPECIFIC

- Monitors compliance/non-compliance with terms of the intake contract and take appropriate action (i.e. request placement on the formal docket) when necessary.

SKILLS IN

- Time management and organization.
- Strength-based, family-centered assessments.
- Proficient in automated information processing equipment.

PHYSICAL DEMANDS

- Duties require sufficient mobility to work in a normal office setting and use standard office equipment including a computer, vision to read printed materials and a VDT screen and hearing and speech sufficient to communicate in person or over the telephone.

These requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

LICENSES AND CERTIFICATION

- Possession of a valid Michigan driver's license required.

EDUCATION

- Possession of a Master's Degree in social work or behavioral science.

EXPERIENCE

- One (1) year of professional casework experience.
- Three to six month break-in period.
- Candidates with a background in and commitment to Peacemaking principles preferred.