

COUNTY OF LEELANAU
JOB DESCRIPTION

JUVENILE PROBATION OFFICER

Supervised By: Probate/Family Court Judge and Family Court Administrator
FLSA: Non-Exempt

General Summary:

Under the general supervision of the Probate and Family Court Judge and Family Court Administrator, investigates the personal background of juvenile offenders to assist the Family Court in determining the disposition of juvenile cases. Supervises and counsels juveniles on probation and their parents, recommending treatment programs and attempting to eliminate or modify behavioral problems.

Essential Job Functions:

1. Interviews juveniles, family members, counselors, employers, victims, and school personnel. Prepares dispositional investigations and reports.
2. Investigates community resources and juvenile's needs. Works with area human service agencies to develop programs when needed.
3. Participates in Court hearings for delinquent juveniles. Recommends probationary terms, treatment programs and/or placements. Makes arrangements, completes intakes, and transports to detention and treatment facility placements when necessary.
4. Provides case management and supervises probationers, communicating in person and by telephone with the youth's family members and school personnel.
5. Develops Consent Calendar and prevention treatment plans for juveniles and families, conferring with counselors and other service providers as needed. May maintain a prevention/diversion caseload as well.
6. Serves as a resource person for crisis intervention, providing around-the-clock assistance in such areas as delinquency and child abuse prevention. Authorizes use of detention or jail in emergencies.
7. Represents the Family Court at a variety of public gatherings, providing relevant information to interested persons and community groups.
8. Assists Family Court Judge in developing new court procedures and services, identifying and investigating needs, and making recommendations. Keeps updated on new legislation affecting juveniles.

9. Continually upgrades knowledge and expertise, reading professional journals and books, and attending seminars, conferences and training sessions.
10. Provides data collection and reports when needed for grants and special projects.
11. Conducts drug and alcohol tests including regularly scheduled and random tests. Transports or ships drug test to selected labs.
12. Ability to exercise a high degree of diplomacy in contentious or confrontational situations.
13. Assists county schools, as requested, in conflict resolution training, peer mediation and prevention programs.
14. Plans and assists with Guys and Girls Group experiential/recreational programming.
15. Performs various other related duties.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications:

Education: Possession of a Bachelor's Degree in Social Work, Psychology, Sociology or a related human service field or the equivalent.

Experience: A minimum of two years of related casework experience or the equivalent. Six month orientation period.

Necessary Special Requirements: Possession of a valid Michigan Vehicle Operator's License.

The qualifications listed above are guidelines. Other combinations of education and experience which could provide the necessary knowledge, skills, and abilities to perform the job should be considered.