

COUNTY OF LEELANAU  
JOB DESCRIPTION

**DIVERSION/PREVENTION COUNSELOR**

Supervised By: Probate/Family Court Judge and Family Court Administrator  
Supervises: No Supervisory responsibility  
FLSA: Non-Exempt

**General Summary:**

Under the direction of the Probate and Family Court Judge and Family Court Administrator, plans and provides juvenile services. Duties include investigating juvenile complaints, developing prevention plans and supervising cases involving youth experiencing difficulties. Provides group and individual counseling to juveniles and families. Educates the general public on youth related issues. Collaborates with other agencies for specialized counseling and/or educational programs.

**Essential Job Functions:**

1. Provides preventive counseling services to juveniles and families who have been referred to the Leelanau County Diversion and Prevention Program. Includes individual counseling and support group facilitation.
2. Develops diversion contracts with youth and their families who have been referred to the Diversion Program.
3. Monitors and works with the youth and families on fulfilling Diversion Contract specifics. Maintains counseling caseload of juveniles and families.
4. Investigates referrals, clarifying juvenile and family weaknesses and strengths. Interviews all interested persons.
5. Maintains contact with school personnel. Gathers information, answers school related questions, and consults on possible referrals.
6. Assists general public with youth-related questions. Speaks to community groups about juvenile issues, parenting skills, education, careers, relevant laws, Family Court services, mental health, suicide, and substance abuse related issues and services.
7. Consults with other service professionals, offering and receiving suggestions, advice and information on applicable laws and treatment techniques.
8. Sits on various boards and committees such as Truancy Prevention Program, Homeless Youth Initiative, Leelanau County Family Coordinating Council, Suicide Prevention Task Force, and Liquor Tax advisory group.
9. Carries a probation caseload as needed in special circumstances.

10. May participate as a trainer and advisor for countywide programs such as Natural Helpers. May assist in other countywide programs such as MSU-E Exploration Days.
  11. May assist county schools, as requested, in conflict resolution training and peer mediation programs.
  12. Compiles and prepares data and statistics on Diversion and Prevention program. Prepares reports on individual clients and programs as directed by Juvenile Court Administrator and other governmental authorities as needed.
  13. Testifies in court about juveniles if necessary.
  14. Stays current with professional journals, articles and books concerning youth issues, therapies, relevant laws, mental health and substance abuse.
  15. Acts as back up support to Family Court personnel as needed.
  16. On call 24 hours a day for emergency support.
  17. Helps to plan, create budgets, implement and facilitate experiential/recreational programs for Guys and Girls groups.
  18. Inventories, manages and maintains the Courts recreational/experiential equipment supplies.
  19. Consults and collaborates with Grand Traverse Band Human Services and Tribal Court caseworkers as needed.
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The above statements are intended to determine the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all job duties by personnel so classified.

**Employment Qualifications:**

**Education:** Possession of a Bachelor's degree (Masters preferred) in Counseling, Social Work, Psychology, Criminal Justice or a related field, with courses taken in human relations, community relations, child and family studies, or the equivalent. Current Michigan Licensure recommended.

**Experience:** A minimum of three years counseling, human service or social work experience with youth and families or the equivalent. Six month probation period.

**Helpful Knowledge:** Juvenile Code, Michigan Court Rules, Child Protection Law.

**Other Requirements:** Valid Michigan Drivers License. Some computer knowledge and ability. Ability to lift 50 lbs.