

**Allegan County
48th Circuit Court
Family Division**

Job Title: Lead Juvenile Probation Officer
Reports to: Director of Family Court Probation

Summary

Serves as the lead probation officer with supervisory responsibilities over juvenile probation staff. Acts as an arm of the Judiciary by performing the following duties: Conducts comprehensive Delinquency Investigations on assigned juveniles, and reports findings and makes recommendations to the Court. Supervises a caseload of juvenile probationers within the parameters of the Court's Community Probation Program and In-Home Care Guidelines, utilizing the principles of Balanced and Restorative Justice. Maintains required documentation, reports and contact information for all assigned cases.

Principal Duties & Responsibilities

1. Supervisor of 6 Juvenile Probation Officers. Provide oversight to the juvenile probation staff including daily administrative tasks, PTO request approvals, maintaining supply inventories, coordination with probation staff regarding case planning, directing case assignments and re-assignments. The probation program is an in-home care program designed to keep kids at home and in the community and to avoid removal and placement in secure detention or residential facility. Probation officers develop case plans for youth and their families, conduct investigations, write court reports, make recommendations to the court, monitor juvenile compliance with court orders and case plans, and attend court hearings.
2. Conducts a comprehensive Delinquency Investigation which shall include youth, family, school, employment and delinquent background, services received and risk assessments. Sources include interviews with youth and families, law enforcement, victims, school personnel, service providers and written records. Makes recommendations to the Court at initial dispositional hearing and subsequent hearings.
3. Develops a case plan with goals and objectives and reviews the plan with client and parents regularly. Coordinates services to clients with schools, counseling agencies and other service providers.
4. Fulfills all requirements set forth by the State of Michigan for In-Home Care program compliance; including documentation, contacts with client, families and service providers and written case updates.
5. Maintain community involvement by working closely with law enforcement, attending community and school events, forming partnerships with community and neighborhood groups, and working some non-traditional hours.
6. Responds to crisis and emergency situations, and intervenes as necessary in aiding youth and families to resolve issues regarding school, employment, family relationships, etc.

7. Monitors compliance with terms of probation and orders of the Court. Arranges for probation violation and/or review hearings as necessary, initiates show cause notices and bench warrant processes and appears in court to testify regarding as required.
8. Participates in and regularly attends all court hearings scheduled in individual cases.

Other Duties of the Job:

Consults with foster parents, court staff, treatment program staff and others involved in providing services to youth and monitors progress to discuss case status, case plan modifications and other related issues involving assigned youth.

Initiate show cause and bench warrant process for violations of probation terms and conditions and appears in court to testify regarding such violations.

Attends staff trainings, meetings and youth related functions in the community. May participate in planning and organizing functions for youth.

Monitors compliance in payment of restitution and other court ordered payments on all open, assigned delinquency cases.

Participates in multi-agency collaborative efforts as directed.

Performs other duties in the court as assigned as required.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by a person in this position.

Qualifications

Education: Bachelors degree in social sciences or related human services field.

Experience: One year of casework experience in a Court or closely related setting.

Certification/Licensure: Valid Michigan Driver's License

Completion of Michigan Judicial Institute Certification for Family Court staff within two years after date of employment.

The duties, responsibilities and qualifications above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.