Allegan County
48th Circuit Court
Family Division

Job Title: Community Probation Officer- Diversion Specialist
Reports to: Director of Family Division Probation

Summary

Coordinates the Court's juvenile diversion program, including assessing incidents and evaluating family circumstances to determine eligibility for the program. Supervises youth in the diversion program and monitors compliance with the diversion agreements. Maintains case and program records.

Principal Duties & Responsibilities

1. Gathers information from client and family, law enforcement, victims, school officials and agencies involved with clients and reviews incident reports and police records to determine program eligibility.
2. Conducts diversion conferences with client and family to develop a diversion agreement, and orients the youth and parents to terms and conditions of the program; including objectives, services, consequences of non-compliance and other case related matters.
3. Refers youth and families to services; such as counseling, substance abuse education, anger management etc, and monitors attendance and progress of services provided.
4. Documents interactions with youth and families and others involved, including phone calls, meetings, appointments and other contacts. Maintains diversion program case files, record, reports and statistics, and closes cases following State of Michigan expungement guidelines.
5. Intervenes as necessary, and discusses and attempts to resolve personal and familial problems youth and family are experiencing relating to relationships, employment, education and the like.
6. Meets with youth and parents to discuss and monitor compliance with the diversion agreements, including monitoring school attendance and participation in any services they were referred to.

Other Duties of the Job:

Acts as a community probation officer when assigned probation cases by the Director of Family Division Probation

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 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.