

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

Job Title: Community Justice Officer

Reports to: Director of Secure Detention/Community Resources

Summary

Perform various duties that promote and teach the basic principals of Balanced and Restorative Justice to youth on probation in the three primary areas of accountability, community safety and competency development. Active in prevention programming, such as truancy prevention, skill development and community collaboratives with service agencies. Provides supervised visitation for families with neglected or abused children. Develop case plans for youth leaving residential placement.

Principal Duties & Responsibilities

1. Case management of youth leaving residential facilities and returning home. Includes working with youth, family, schools, therapists etc. identify strengths and goals to support a successful transition back to home and school. Prepares required reports for court and in-home care guidelines.
2. Monitors and reports compliance with bond and probation rules through weekend and evening surveillance. Monitors drug/alcohol use through collection of drug screens. Researches agency information to provide to families as to most appropriate services available. May serve on-call 24 hours per day to assist the various programs in resolving problems.
3. Ensures that court ordered community service hours are completed. Organizes and supervises community service work sites and projects when needed.
4. Coordinates visitation, provides transportation, supervision, documentation, case planning for N/A cases. Reports out to the court when necessary.
5. Works with youth, families and schools to promote school attendance and achievement. Conducts elementary truancy prevention groups to promote attendance, positive social skills and improved communication and relationships.
6. Provide adjudicated youth with intervention services in the areas of anger management, moral reasoning, victim empathy, education and job skill development.

Other Duties of the Job:

Makes recommendations to the Court for dispositional review hearings.

Transportation of youth and families as required.

Participates in Wraparound team meetings and other community collaborations to promote better services to families and inter-agency cooperation.

Works alternative schedules outside normal work week as required.

May assist in the residential units at the Juvenile Center as needed.

Performs other functions in the Court 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: Bachelor's degree in social sciences or human services field.

Experience: Three years progressively more responsible experience in a family court, or public or private child care facility.

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.