HOUGHTON COUNTY
12TH CIRCUIT COURT- FAMILY DIVISION

JOB TITLE: JUVENILE DIVERSION CASEWORKER

REPORTS TO: JUDGE OF PROBATE, JUVENILE ADMINISTRATOR, JUVENILE OFFICER

SUMMARY

The Juvenile Probation/Diversion Worker supports the Houghton County Juvenile Probation diversion and probation efforts by monitoring pre-court and court-involved youth, through promoting engagement and accountability, and connecting youth and their families to community-based services. This position plays a key role in diversion supervision, and the development and delivery of evidence-based, community-focused programming. The ideal candidate will serve as a positive role model, represent the Court professionally, and work collaboratively with families, schools, and partner agencies.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Conduct check-ins with youth and families.
2. Monitor compliance with diversion case plans through successful completion.
3. Assist the Juvenile Officer and Juvenile Court Administrator with referrals to community agencies for evaluation, treatment, and other supportive services.
4. Conduct regular home, school, community-based, and office visits to monitor youth progress.
5. Organize youth engagement activities (sports, arts, educational programs, etc.)
6. Maintain complete, accurate, and confidential case files, including legal documentation, correspondence, records of contact, programming, and service completion.
7. Maintain a working knowledge of the juvenile justice system, evidence-based practices, and effective strategies for working with at-risk youth and families.
8. Transport or assists in transports of juvenile to hearings, other agencies, state and private institutions, foster homes or placements specific to the individual case, or as assistance to the Juvenile Court Administrator or Juvenile Officer.
9. Participate in the development, coordination, and implementation of community-based services and programs, including mentorship initiatives, support groups, and substance use awareness and prevention activities.
10. Flexible/non-traditional hours may be required, which include after hours and weekends, as officers may be required to attend to emergencies, incidents or juvenile hold-over.

11. Performs other duties as directed or requested by the Presiding Judge or Juvenile Court Administrator.

12. Serve as a positive role model for youth and families.

13. Follows department policies and procedures, in addition to the juvenile justice probation standards and Model Code of Conduct for Michigan Trial Court Employees/Guidelines for Juvenile Probation Officers as established by the Michigan Supreme Court and State Court Administrative Office.

14. Maintain and protect the confidentiality of non-public court records.

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 such a person.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:

- Bachelor's Degree or higher.
- Experience in criminal justice, social work, other human services related field, or with at-risk youth.
- Valid Michigan Vehicle Operator's License.
- Successful completion of the Juvenile Diversion Worker Training Course Certification within ninety days of hire.
- Successful completion of certification training in the state-adopted youth screening tools within six months of hire.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to work independently and as part of a multidisciplinary team, including collaboration with schools and community agencies.
- Strong written and oral communication skills.
- Demonstrated ability to prioritize tasks, manage time effectively, and maintain organized records.
- Proficiency with office equipment and technology, including Microsoft Office Suite and Google Applications, with the ability and willingness to learn additional software relevant to the position.

WORKING CONDITIONS:

This position involves direct contact with court-involved youth and families and may require evening, weekend, and on-call availability. Normal office environment, lifting up to 25 pounds is expected, reaching and bending for file manipulation is required. Prolonged sitting and standing is required based on specific job duties and assignments.

APPLICATION PROCEDURE:

Submit a resume and cover letter and employment application form to Kelly Olson, Family Court Administrator, 401 E. Houghton Avenue, Houghton, Michigan 49931.

Email: kelly.olson@houghtoncounty.gov