

**Juvenile Caseworker**  
**12<sup>th</sup> Circuit Houghton County**  
**Family Division**

Application Deadline: Applications will be accepted until January 21, 2022

The below statements are intended to describe the general nature and level of work to be performed by the person employed in this position. They are not constructed to be an exhaustive list of all duties.

Education

Minimum standards: Bachelor's degree in social services, education, a related human services field, or a related field that qualifies the person to manage or supervise the delivery of juvenile services, and must successfully complete the Michigan Judicial Institute (MJJ) certifications training for juvenile court staff within two years after date of employment.

Knowledge, Skills, and Abilities

- Knowledge of the principals and methods concerned with personal and social problem solving.
- Knowledge of family dynamics and the effects of social conditions on family functioning.
- Knowledge of the juvenile justice system and children's services programs.
- Knowledge of the principals, procedures, and techniques of juvenile services.
- Ability to apply social casework methods to juvenile services.
- Ability to develop juvenile programs with community organizations.
- Ability to relate effectively to public and individuals on their caseload.
- Ability to speak and write effectively.

Principal Duties and Responsibilities

- Administrative duties will include court appearances, developing and preparing up-to-date case records, preparing and submitting reports, gathering and evaluating data, following court policy, and responsibility for monitoring compliance in accordance with law.
- Casework will involve interviewing, conducting diversion and dispositional assessments, clarifying problems, suggesting constructive methods. Preparing and implementing case plans. Consulting with supervisor, when necessary. Collaborating with public and private community agencies. Making referrals to community agencies.
- Enforcement of court orders. Documenting facts and testifying in court. Petitioning the court to address alleged probation violations.
- Requesting modification of court orders, when appropriate.
- Investigations are to be conducted and appropriate reports are to follow.
- Public relations such as addressing community groups, participating in conferences, panels, etc. Acting as a consultant in the social planning of community programs.

- Travel to and from state and private institutions, juvenile's residence, and schools will be required. Worker may have to assist in the transportations of juvenile to and from state and private institutions.
- Hours may also include afterhours and weekends as worker may be called out for emergencies.
- Process court filings/documents.
- Assist with budget and grant management.
- Perform such other duties as may be directed by the Presiding Judge or Court Administrator.

To apply for this full-time positions, applicants must submit a cover letter, detailed resume and application form to:

Houghton County Juvenile Court  
401 E Houghton Ave  
Houghton, MI 49931

or email: [kelly@houghtoncounty.net](mailto:kelly@houghtoncounty.net)

Employment Application can also be found here:  
<https://www.houghtoncounty.net/employment.php>