Hillsdale County Juvenile Court

JUVENILE PROBATION OFFICER

General Summary

Under the general direction of the Juvenile Court Administrator/Referee and the Probate Judge, investigates the background of delinquent youth in order to assist the court in determining the most proper disposition of each juvenile case. Supervises and counsels assigned juvenile probationers and attempts to modify or eliminate behavioral problems. May investigate petitions or referrals involving abused or neglected children and provide casework services related to these cases.

Typical Duties

1. Initiates assigned juvenile cases by interviewing the youth and the family, explaining the charges against the youth, explaining the court system and making general observations on the family situation.
2. Investigates assigned cases in order to develop a pre-dispositional report. Includes contacting schools, enforcement agencies, social service agencies and continuing contact with the youth and family.
3. Discusses assigned cases with Juvenile Court Administrator/Referee and presenting pre dispositional reports and other observations to the Court (Judge or Referee) to assist in determining the most proper disposition of each case. Recommends probationary terms, treatment programs, removal from home or other action.
4. Attends hearings of assigned juvenile cases. Assumes responsibility for ensuring the disposition of the case is properly carried out.
5. Supervises a number of juveniles placed on probation with parents or in outside agencies. Visits weekly, counseling them on a variety of problems and monitoring progress. Develops treatment programs designed to meet short and long-term rehabilitative goals for juveniles under court supervision.
6. Maintains regular contacts with professional and social service agencies which may provide court wards with counseling, testing and guidance. Monitors and evaluates services provided court wards by outside agencies.
7. Counsels parents of assigned juveniles, providing advice, recommendations and service referrals to improve the family situation and resolve conflicts.
8. Transports probationers to appointments and to and from detention (if necessary).
9. Makes reports to the court on social issues and prepares necessary evaluations, records, and recommendations as to treatment plans and dispositions of cases, and appears in Court and gives testimony.
10. Implements court orders by providing supervision of children in parental and foster homes and institutions; counsels children and their parents, and secures and coordinates other required services.

11. Performs all other duties as prescribed by law or as directed by the Judge or Juvenile Court Administrator.

**Employment Qualifications**

**Education:** Bachelor’s Degree or its equivalent in social work, psychology, sociology, criminal justice, counseling or a related field.

**Experience:** Prefer one year of experience in a related field which may have been in the capacity of a student intern or volunteer caseworker. Experience working with children preferred but not required.

**Other requirements:** Certified by the Supreme Court in the juvenile court training program or completion of the course within two (2) years after employment with the court. Possession of valid Michigan driver’s license. Must be able to pass a central registry and criminal background check. Strong written and verbal communication skills and basic computer skills required. Ready and willing to learn in a team environment but also capable and motivated to work independently.

Please send resume, cover letter, and list of references by August 9, 2019 to

Juvenile Court Administrator/Family Court Referee
Megan Stiverson
Hillsdale County Juvenile Court
29 N. Howell Street
Hillsdale, MI 49242
(517) 437-4446

Or email: m.stiverson@co.hillsdale.mi.us