

**ALLEGAN COUNTY  
48TH CIRCUIT COURT  
FAMILY DIVISION-JUVENILE SECTION**

***JOB DESCRIPTION***

**JOB TITLE:** Aftercare Caseworker

**REPORTS TO:** Director of Community and Wraparound Resource Services

**SUMMARY**

Provides intensive supervision of adjudicated youths and assists youths in making the transition from residential or community based treatment to the community. Develops transition treatment and service plans, coordinates delivery of services to youths, monitors progress and addresses transitional problems.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

*(An \* denotes duties or responsibilities judged to be "essential job functions" in terms of the Americans With Disabilities Act or ADA)*

Assesses needs, strengths, weaknesses and other characteristics of youths and families. Develops treatment and service plans which include psychiatric, psychological, medical, dental, educational, vocational and other needs and transition goals and objectives.\*

Orients youths and parents to terms and conditions of treatment and service plans, goals and objectives, services and other case related matters. \*,

Coordinates the delivery of treatment, educational, transportation, medical, home improvement and other services to youths and families and with youths' probation -officers and residential care staff.\*

Develops and coordinates support plans for visitation, guardianship and financial **support** for youths.\*

Meets frequently with youths and families to monitor participation in treatment programs, assess services provided and progress in achieving goals and objectives. Modifies treatment plans to more effectively address needs.\*

## **Aftercare Caseworker (continued)**

Communicates regularly with youths' probation officers, mentors, community based support groups, treatment agencies, detention staff and others involved with youths to monitor progress, assess need for additional services, formulate, implement and revise treatment plans and to address other case management issues.\*

Coordinates monitoring of youths' compliance with conditions of probation with youths' probation officers. Monitors youths' compliance with court orders, which may include electronic monitoring and other approved methods of surveillance.\*

Assists in restitution and victim and offender mediation program focusing on understanding victim impact and restitution.\*

Provides youth community safety assessments and case progress reports to the court.\*

Responds to crisis situations during and after normal court business hours. Makes referrals for therapy, recommends moving youths to other living arrangements and supervision, addresses material needs and initiates other appropriate actions in accordance with court policy.\*

- Appears in court and testifies regarding case supervision and transition issues, problems, progress and treatment plan modifications.\*

*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.*

## **QUALIFICATIONS**

**Education:** Bachelors degree in social sciences or related human services field.

**Experience:** Six months to one year of casework experience in a court or closely related setting, which could include internships, orientation and/or on-the-job training in this position.

*The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.*

**Aftercare Caseworker (continued)**

**CERTIFICATION OR LICENSURE**

Valid Michigan driver's license.

Completion of Michigan Judicial Institute Certification for Juvenile Court staff within two years after date of employment.

**Date Approved:**            **5/10/00**

**Revised:**

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