

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

***JOB DESCRIPTION***

**JOB TITLE:** Diversion Coordinator

**REPORTS TO:** Director of Family Division Probation

**SUMMARY**

Coordinates the court's youth diversion program. Assesses incidents and family circumstances and determines eligibility for the diversion program. Supervises youths in the diversion program, monitors compliance with diversion agreements and progress of youths. Maintains case and program records.

**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)*

Interviews law enforcement officers, clients, clients' families, victims, school officials, agencies involved with clients; reviews incident reports and police records; assesses home environment; and obtains other relevant background information necessary to determine eligibility for the diversion program.\*

Conducts diversion conferences with youths and families to obtain personal and incident information, assess eligibility for the program and to develop diversion agreements.\*

Orients youths and parents to terms and conditions of diversion program, including diversion agreements, objectives, services, consequences of non-compliance, and other case related matters. \*

Refers youths and families to substance abuse, mental health and counseling agencies. Monitors attendance and progress of services provided.\*

Meets regularly with youths and parents, as necessary, to discuss and monitor compliance with diversion agreements, problems and other case related situations. Obtains, reviews and discusses attendance, treatment status/progress reports with school officials, treatment agencies and others involved with youths.\*

## **Diversion Coordinator (continued)**

Intervenes, as necessary, and discusses and attempts to resolve personal and familial problems youths and/or families are experiencing relating to employment, family relationship, educational and other matters.\*

- Conducts conferences with police, prosecutor, other probation staff, referees and judges and other court staff to discuss case problems, treatment issues, progress and continuation in program.\*
- Responds to crisis and emergency situations and determines the most appropriate response in accordance with case history, court policies and procedures, court rules and statutes.\*
- Documents interaction with youths, youths' families and others involved with youths and/ or youths' families, including telephone calls, meetings, appointments and other relevant contacts.\*

Maintains diversion program case files, records and statistics. Prepares required case activity reports.\*

- Attends training and staff meetings and youth service related functions in the community. May participate in planning and organizing functions for youths.
- May conduct pre-dispositional investigations, recommend disposition of cases and supervise youths formally involved with the court.

***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:** One year of casework experience in a court or closely related setting.

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

**Diversion Coordinator (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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