

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

***JOB DESCRIPTION***

**JOB TITLE:** Intensive Probation Officer  
**REPORTSTO:** Director of Family Division Probation

**SUMMARY**

Investigates assigned cases and recommends appropriate disposition of juvenile cases. Supervises a caseload of juveniles in the court intensive probation program. Develops case plans, frequently meets with youths to monitor their compliance with probation terms and conditions.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

*(An \* denotes duties or responsibilities judged to be "essential job functions" in terms of the Americans With Disabilities Act 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 information necessary for services and dispositional recommendations. \*

Assesses information obtained during investigations and recommends most appropriate disposition, including placement, case plans, support services and other relevant terms and conditions.\*

Orients youths and parents to terms and conditions of probation and youth case plans, goals and objectives, services, consequences of non-compliance, and other case related matters.\*

Meets frequently with youths and parents, as necessary, to discuss and monitor compliance with terms and conditions of probation, case plans and other case supervision related conditions. \*

Coordinates services to youths with schools, treatment agencies and other human service agencies. Obtains, reviews and discusses attendance, treatment status/progress reports with school officials, treatment agencies and others providing services to youths.\*

## **Intensive Probation Officer (continued)**

Documents interaction with youths, youths' families and others involved with youths and/ or youths' families, including telephone calls, meetings, and other relevant contacts. Maintains case files and records.\*

Intervenes, as necessary, and discusses and attempts to resolve personal and familial problems youths and/or families are experiencing relating to employment, family relationship, education and other matters. Makes referrals to outside agencies for counseling and treatment as necessary.\*

Responds to crisis and emergency situations and determines the most appropriate response, including physical intervention, in accordance with case history, court policies and procedures, court rules and statutes.\*

Consults with foster parents, court staff, treatment agency staff and others involved in providing services to youths or monitoring youths' progress to discuss case status and progress, case plan modifications and other case issues involving assigned youths.\*

Initiates the show cause notice and bench warrant process for violations of probation terms and conditions and appears in court to testify regarding probation violations.\*

Transports youths to foster homes, residential placements and secured detention facilities and other approved locations as required.

Attends training and staff meetings and youth service related functions in the community. May participate in planning and organizing functions for youths.

***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.

**Intensive Probation Officer (continued)**

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

**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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