

**INGHAM COUNTY
JOB DESCRIPTION**

**JUVENILE SERVICES AND TREATMENT DIRECTOR
JUVENILE DIVISION - FAMILY COURT**

General Summary: The Juvenile Services and Treatment Director supervises Probation, staffing & placement, and After Care staff in the Juvenile Division. Supervision includes case assessment and assignments, employee training, placement monitoring and assuring that staff is developing and implementing appropriate treatment/placement plans. The Juvenile Division Probation and Programs Manager consults with Judges, referees, police officers, school personnel, protective services, attorneys, private agencies, and the public concerning the Court process and procedures. He/she is responsible for the management of other Court programs, including participation in the development and implementation of treatment, after care, and data collection programs. The Juvenile Services and Treatment Director is under the general direction of the Assistant Administrator/Court Services Family Division, and the Deputy Court Administrator/Family Division..

Essential Functions:

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

1. Responsible for maintaining juvenile population and monitoring of:
 - a) Intensive Probation Services Program
 - b) In-Home Detention Program
 - c) Electronic Tether Program
 - d) START Program
 - e) Crossroads Program (Day Treatment & After Hours Program)
 - f) Youth Attention Program (3, 5 and 8 Day Programs)
 - g) Truancy Court
 - h) After Care Program

2. Responsible for managing budgets and financial matters for all of the above listed programs. Also responsible for statistical data for all above listed programs.
 - a). As supervisor of a unit of Juvenile Court Officers and Senior Juvenile Court Officers he/she performs managerial functions such as assigning caseloads, advising as to proper techniques and methods of investigation and treatment, evaluating performance, ensuring training and imposing discipline when necessary. Supervises and assigns duties to Unit Secretary. Supervises and provides guidance to any assigned Student Interns.

 - b). Consults with and assists the Juvenile Court Officer staff through individual and group conferences in analyzing difficult case problems and recommending appropriate treatment and therapy programs, utilizing knowledge gained through continual contacts with treatment resources

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1. Responsible for interviewing new applicants for various Family Division positions and making recommendations to the Family Division Administrator for hiring such staff.
2. Responsible for the initial orientation and training of new Juvenile Court Officers and assists in the presentation of continuing in-service training programs.
3. Reviews and responds to reports prepared by the Juvenile Court Officers and Senior Juvenile Court Officers such as investigations, reports for Court hearings, petitions to dismiss cases under the Court's jurisdiction, and petitions to change placement of children under the Court's supervision.
4. Serves as a referee for Review Hearings and Preliminary Inquiry Hearings. Responds to after-hours phone calls, i.e. custody requests after normal working hours. Acts as back-up to Assistant Court Administrator and Youth Center Director.
5. Conducts periodic staff meetings of Juvenile Court Officers, Senior Juvenile Court Officers and Unit Secretary to disseminate information and discuss the general operation of the unit and the Court.
6. Oversees the preparation of various legal documents, such as change of placement orders, orders pertaining to foster care, and commitment orders.
7. In the absence of the assigned Juvenile Court Officer, consults with juveniles, parents and other involved individuals or agencies, and responds to emergency calls. May substitute for assigned Juvenile Court Officers and Senior Juvenile Court Officers at Court hearings.
8. Assists in the coordination of the Court's Programs with those of various other groups, agencies and organizations. Serves on numerous community planning committees at the discretion of the Family Division Judges/Court Administrator.
9. Develops and coordinates recreational/therapy type programs for delinquent and neglect minors that are under the jurisdiction of the Court.
10. Assists in planning and making budget recommendations (personnel, programs and materials) for the unit to the Family Division Administrator.
11. Serves as back-up for other Managers/Supervisors and Juvenile Court Officers as assigned.
12. Coordinates with the Assistant Court Administrator and the Youth Center Director in population monitoring and releasing of Youth Center population.
13. Authorizes detention and release of juveniles in detention at the Youth Center.

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14. Directs community outreach, and serves on numerous community planning committees and assists in developing and implementing new initiatives.

15. Fiscal monitoring responsibilities for:

11. Court Van

12. CATA Bus Tokens

13. 31 Verizon Cellular Phones

Employment Qualifications:

Education: Masters Degree in Human Services related fields and majors required or equivalent experience. Desired areas of study include: Social Science, Sociology, Psychology, Criminal Justice, Social Work, Family Life Sciences, Law, or other related areas.

Experience: Must have a minimum of five years of related experience.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: This job requires the ability to perform the essential functions contained in this description. (Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:

Works in office setting and the courtroom.

Exposure to youths with various emotional problems and/or violent youths and their parents.