

**INGHAM COUNTY
JOB DESCRIPTION**

DIVERSION CASEWORKER

General Summary:

Under the supervision of the Administrator, with direction and oversight provided by the Diversion Director, maintains a caseload of first-time, non-violent adult offenders in an intensive probation program. Ensures compliance with all program requirements through assessment interviews, self-reporting, feedback from community and social service agencies and law enforcement agencies. Collects service fees and restitution payments and maintains related financial records.

Essential Functions:

1. Conducts thorough background investigations of all defendants referred to the Diversion program. Analyzes case features and effects a recommendation to the Prosecutor.
2. Provides interpersonal interactions with assigned clients. Assesses client's needs and desires and provides appropriate counseling and assistance to address those needs.
3. Develops appropriate treatment plans to address the specific problems associated with each individual client.
4. Refers clients to community and social service agencies to address special situations and needs including housing, employment, financial, psychological and family considerations.
5. Develops and oversees service fee and restitution payment plans for clients. Ensures payments are kept current and maintains all financial records associated with fees and payments.
6. Monitors and ensures compliance with all conditions of probation including program requirements and treatment plans through assessment interviews, self-reporting, feedback from community and social service agencies as well as law enforcement agencies.
7. Assesses damages and losses incurred by the victim of crimes represented by program participants. Resolves complaints and disputes and recommends a schedule of reimbursement.
8. Prepares reports, evaluations, correspondence and other documents relating to the client's participation and compliance with required and recommended programming. Maintains computer entries in a timely and accurate matter.
9. Refers and provide supervision to pre-trial participants in community services placements.

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10. Investigates and reports on clients who are in non-compliance to program requirements or not responding appropriately to recommended treatment plans.

Other Functions:

11. None listed.

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

Employment Qualifications:

Education: Possession of a Bachelor's Degree in Criminal Justice, Social Work, or a closely related field.

Experience: One or more years experience as a case manager in probation, court services, a social service agency, counseling, or community corrections.

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. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access filing systems.

Ability to enter and retrieve information from computer systems.

Prolonged sitting in front of a computer terminal.

Working Conditions:

Works in an office setting.