

**INGHAM COUNTY
JOB DESCRIPTION**

DIVERSION COORDINATOR

General Summary:

Under the supervision of the Administrator, is responsible for the planning, supervision, and evaluation of a program designed to divert targeted offenders from the criminal justice system. Oversees casework and leads staff assigned to the program. Conducts initial screening of all cases referred to the program. Screens, selects and develops services for participants in the program.

Essential Functions:

1. As lead worker of casework and support staff, may participate in employment interviewing, selection, training, assigning and reviewing work products.
2. Screens all case referrals to insure compliance with policy on program eligibility.
3. Serves as liaison and advisor to community agencies involved in the delivery of human services to the target offender population.
4. Maintains effective working relationships with members of the criminal justice system who come in contact with the Diversion program. Works with the State Police in retrieving documentation on clients successfully completing the program.
5. Monitors probationer participation in the program.
6. Conducts program evaluations. Prepares monthly, quarterly, and year-end reports.
7. Implements program policies and administrative decisions as necessary and with the concurrence of the Prosecutor.
8. Oversees collection of probation fees and restitution. Maintains documentation and authorizes reimbursement.
9. Recommends changes in program design or eligibility criteria to the Prosecutor.
10. Recommends acceptance or rejection of defendant application based upon established policy guidelines.
11. Assists caseworkers in designing effective and appropriate probation intervention programs.

12. Performs the work of a Diversion Caseworker and may oversee some of the more sensitive or higher profile cases.

Other Functions:

13. 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: Three years of appropriate experience in a criminal justice or social service system. Some prior lead worker experiences desirable.

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:

- Typically works in an office setting.
- Conducts interviews in the Jail as necessary.
- Exposure to individuals who have been charged with criminal offenses.

