

## Juvenile Probation Officer (\$50,548 - \$67,740)

### DUTIES:

Performs juvenile casework for the Berrien County Trial Court-Family Division.

Conducts investigatory processes to gather information about a youth and family.

Provides dispositional recommendations to assist the Court with appropriate offender disposition.

Develops and implements individualized treatment and counseling plans to assist and guide probationers and their families in rehabilitation efforts.

Supervises probationers to increase assurance they follow court ordered probation terms and conditions.

Documents organized contact with child, parents, schools, police and other agencies to verify information, obtain reports, monitor progress and complete evaluations of court-engaged youth.

Recommends social services agencies, community organizations or treatment programs based on need and in compliance with terms of probation.

Provides testimony as an officer of the court; collects samples or specimens to test for alcohol or substance abuse.

Recruits, investigates and makes recommendations regarding licensing of shelter and foster homes.

Conducts training sessions with foster parents.

Transports juveniles to hearings, other agencies, foster homes, or placements.

Coordinates a panel of volunteers and manages cases assigned to the Community Restorative Board.

This description is intended to illustrate the general nature and level of work being performed by persons assigned to this job. It may not be a comprehensive list of all duties and responsibilities required by a person so classified.

### EDUCATION AND EXPERIENCE:

Bachelor's degree in social work, psychology, criminal justice, behavioral science, or related field and a minimum of one year paid full time experience working with youth within the juvenile court system or social service agency.

Master's degree in one of the aforementioned programs and two years of casework in a juvenile court or related child welfare agency preferred.

### Job Details

#### Category

Trial Court

#### Status

Open

#### Salary

\$50,548 - \$67,740/ Year

#### Posted

October 17, 2024

#### Closing

Open Until Filled

### **SPECIAL REQUIREMENTS:**

Will be required to complete the Michigan Judicial Institute (MJI) juvenile probation officer certification training within two years of employment.

Must possess and maintain a valid, unrestricted Michigan vehicle driver's license and personal auto insurance throughout the course of employment.

Candidate must successfully pass a pre-employment physical, including drug testing prior to employment.

A background check will be performed and employees will be fingerprinted.

Subject to random alcohol and drug testing per the Court's policy.

May be assigned to work at any Berrien County Trial Court location during employment.

May manage juvenile probation cases off-site within a school or other agency setting.

The ability to lift up to 25 pounds, comfortably reach and bend, and sit or stand for extended periods, is essential to the successful completion of job duties.

Individual will be required as necessary to work a varied schedule including evenings and weekends.

Work environment may involve a moderate degree of hazard, with exposure to persons charged or adjudicated of criminal offenses.

### **REQUIRED SKILLS AND KNOWLEDGE:**

Thorough knowledge of the theory, laws and procedures pertaining to probation activities, casework supervision, counseling skills and techniques, community service process and substance abuse.

Knowledge of the criminal law component of the Michigan court system.

Working knowledge of developmental and child psychology, family dynamics, behavioral disorders and appropriate interventions.

Computer literacy, organization skills, attention to detail, excellent written and verbal communication skills, and the ability to work with diverse populations are essential.

Must have the ability to maintain confidentiality, professional boundaries, and effective working relationships with other employees.

Must have the ability to interact effectively with the general public.

**TO APPLY ONLINE, CLICK HERE:**



**TO APPLY VIA EMAIL, FAX, MAIL OR IN PERSON:**

If you prefer not to apply online, you may download a **Berrien County Job Application** and send it to our Personnel Department via **email**, fax, mail or in person. A Berrien County job application must be submitted in order to be considered for employment.

**Submit by Email**

**Fax:** (269) 983-5788

**Address:** Berrien County Administration Building  
Personnel Department  
701 Main St.  
St. Joseph, MI 49085