

# BARAGA COUNTY

## PROBATE/FAMILY COURT

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**JOB TITLE:** JUVENILE DIVERSION COORDINATOR

**REPORTS TO:** JUVENILE CASEWORKER, JUDGE OF PROBATE

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### SUMMARY

The Part-Time Juvenile Diversion Coordinator supports the Probate and Family Court's juvenile diversion efforts by monitoring court-involved youth, promoting accountability, and connecting youth and families to community-based services. This position plays a key role in truancy intervention, diversion supervision, and the development and delivery of evidence-based, community-focused programming. The ideal candidate will serve as a positive role model, represent the Court professionally, and work collaboratively with families, schools, and partner agencies.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Conduct weekly check-ins with truant youth.
2. Monitor compliance with diversion case plans through successful completion.
3. Assist the Juvenile Caseworker with referrals to community agencies for evaluation, treatment, and other supportive services.
4. Maintain complete, accurate, and confidential case files, including legal documentation, correspondence, records of contact, programming, and service completion.
5. Administer urine screens as required.
6. Conduct regular home, school, community-based, and office visits to monitor youth progress.
7. Maintain a working knowledge of the juvenile justice system, evidence-based practices, and effective strategies for working with at-risk youth and families.
8. Provide limited on-call coverage during evenings, weekends, and vacations as needed to support the Juvenile Caseworker.
9. Serve as a holdover attendant as necessary and assist with transportation of youth to and from facilities and appointments when necessary.
10. Participate in the development, coordination, and implementation of community-based services and programs, including mentorship initiatives, support groups, and substance use awareness and prevention activities.

11. Performs other duties as assigned or requested by the Judge of Probate or Juvenile Caseworker.
12. Serve as a positive role model for youth and families.
13. Represent the Court in a professional and favorable manner at all times.
14. Adhere to the Model Code of Conduct for Juvenile Officers and Michigan Trial Court Employees.
15. Maintain and protect the confidentiality of non-public court records.

*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.*

**MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS:**

- High School Diploma or equivalent.
- Valid Michigan Vehicle Operator's License.
- Experience in criminal justice, social work, other human services related field, or with at-risk youth is a plus.
- Successful completion of the Juvenile Diversion Worker Training Course Certification within ninety days of hire.
- Successful completion of certification training in the state-adopted youth detention screening tool within six months of hire.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to work independently and as part of a multidisciplinary team, including collaboration with schools and community agencies.
- Strong written and oral communication skills.
- Demonstrated ability to prioritize tasks, manage time effectively, and maintain organized records.
- Proficiency with office equipment and technology, including Microsoft Office Suite and Google Applications, with the ability and willingness to learn additional software relevant to the position.

**WORKING CONDITIONS:**

This position involves direct contact with court-involved youth and families and may require evening, weekend, and on-call availability. Normal office environment, lifting up to 25 pounds is expected, reaching and bending for file manipulation is required. Prolonged sitting and standing is required based on specific job duties and assignments.

Email resume to: Dawn Howe, Juvenile Caseworker at the address below:  
[howed@baragacounty.org](mailto:howed@baragacounty.org)