



## JOB POSTING AND POSITION DESCRIPTION

### Van Buren County Courts Vision Statement:

We will lead and serve together with integrity, vision, and innovative thought.

**POSITION:** Family Aide

**DATE:** July 19, 2017

**DEPARTMENT:** 36<sup>th</sup> Circuit Court – Family Division

**POSTING DEADLINE:** Open until filled

**GRADE RANGE:** R20 AFSCME part-time 20- 25 hours per week

**FLSA STATUS:** Non-Exempt

**PURPOSE:** Provide social support to delinquent youths and their family so that the youth may remain in the community and successfully complete term and conditions of probation.

### **ABILITIES, KNOWLEDGE, AND SKILLS:**

- Must possess excellent verbal and written communication skills.
- Must be able to operate basic office equipment including PC, keyboard, calculator, printer, and multi-line telephone.
- Must be proficient in the use of Microsoft Office programs and must be able to learn and use industry specific software applications in the course of performing all job-related functions.
- Must be able to perform addition, subtraction, multiplication, and division and calculate percentages and decimals.
- Must be able to read and analyze court orders, treatment plans, procedures, and reports.
- Must be able to communicate in a professional manner with youth, families, attorneys, counselors, judges, co-workers, and others.
- Must be able to attend trainings for professional development.
- Must be able to maintain confidentiality of court records.
- Must be able and willing to stay current with technology changes including the use of new software, hardware, and any related updates.
- Must be familiar with community resources.
- Demonstrated ability to problem solve and act independently.
- Demonstrated ability to assess facts and situations and make decisions based on facts, procedure, and law.
- Demonstrated ability to use conflict resolution skills.
- Must be able to establish rapport with youth, families, caregivers, and service providers.
- Must possess and maintain a valid driver's license and vehicle registration and insurance.
- Must have reliable transportation.
- Must have ability to adapt daily schedule and assignments in order to respond to and address ever-changing risks and needs of delinquent youth.

### **PHYSICAL REQUIREMENTS AND/OR WORKING CONDITIONS:**

Some work is performed in an office setting requiring light to sedentary work and lifting of objects up to 20 pounds. Most work is performed in the community and the youth's home. There is extensive automobile travel required to conduct home visits, attend meetings, and transport youths. All sites may not be barrier free.

- Some work may need to be performed in the evening or on the weekend.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:** The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive.

1. Maintain frequent contact with youth, including at least one face-to-face meeting each week.
2. Establish rapport with youth that establishes ground rules, supports a mentoring relationship with youth, and reinforces the expectations of the probation officer.
3. Assist youth with homework, teach study and organizational skills, identify barriers to completing schoolwork.
4. Verify the youth is where he or she is required to be.
5. Assist and teach family to complete applications for public assistance, housing, medical, school forms, etc.



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6. Assist and teach youth to complete job applications.
7. Assist and teach youth to find community service opportunities.
8. Monitor youth's completion of community service requirements.
9. Attend medication reviews, school plan reviews and IEP meetings.
10. Assist/monitor youth in completing probation requirements.
11. Provide transportation to and from counseling, treatment, medical, and assessment appointments, community service assignments, group meetings, therapy, school, and other destinations as necessary.
12. Deliver prescriptions to detention or residential facilities.
13. May ride along with transporter or juvenile probation officer to transport youth to, or from, detention or residential facility.
14. Compile case statistics.
15. Document all work activities.
16. Complete other ministerial duties as directed by the probation officer.
17. Teach coping and conflict resolutions skills to the youth and caregivers and parenting skills to caregivers.
18. Perform other duties as assigned.

**QUALIFICATIONS:** High school diploma with some college coursework in psychology, social work, criminal justice, or a related human services field is required. In lieu of required education, other education, volunteer or work experience that provides equivalent qualifications may be considered.

**EXPERIENCE:** Previous experience working with youth and/or families from a variety of social, economic, educational, and cultural backgrounds is preferred. Previous experience as a juvenile probation officer, teacher, family advocate, or related employment is desired. May consider relevant volunteer work and/or internship experience.

**SUPERVISION:** Day to day work assignments are performed under the general direction of juvenile probation officers. The supervisor for this position is the Probation Officer Supervisor.

### **OTHER REQUIREMENTS:**

Van Buren County Courts are a dynamic Court and candidates for this position must be able to adapt and thrive in a changing environment. Must be able to work with people who are operating in financially and emotionally stressful situations. Must be able to work independently and also be an effective team member with other family aides, the juvenile probation officers, and to the Circuit Court. Must adhere to the Court's Code of Conduct.

Employment is dependent on background check, criminal history and fingerprint check, and drug screen. Applicant must complete county application form together with a resume and a letter of interest that outlines candidate's qualifications, experience, and interest in position.

**Send Applications To:** Van Buren County Administration Building  
219 E. Paw Paw Street, Suite 201  
Paw Paw, MI 49079

Applications are available from Human Resources Division  
Phone: (269) 657-8253  
Website: [www.vbco.org/humanresources.asp](http://www.vbco.org/humanresources.asp)

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