



HONORABLE SCOTT M. WILLIAMS

Probate Judge/Presiding Family Court Judge

OGEMAW COUNTY PROBATE AND FAMILY COURT

806 West Houghton Avenue, Room 203

West Branch, Michigan 48661

Phone: (989) 345-0145

Fax: (989) 345-5901

JOB ANNOUNCEMENT

OGEMAW COUNTY PROBATE AND FAMILY COURT seeks a dynamic candidate to serve as **INTENSIVE PROBATION OFFICER** in the Juvenile Division of 34th Circuit Court. Under the supervision of the juvenile director, you will become a member of the juvenile team and assess the needs and risks of delinquent youth to develop individualized case service plans. You will then follow those plans to provide stability, treatment, guidance and oversight for youth and their families and make recommendations to the court that will result in an appropriate, case-specific outcome.

REPRESENTATIVE DUTIES

- Manage a caseload of delinquent youth from disposition to case closure, directly interacting with youth, their families, community partners, the juvenile team, and judge to coordinate services while monitoring the youths' compliance with all court orders.
- Compose extensive, detailed case treatment plans to present to the court.
- Appear in court to present testimony on case treatment plans at probation violation, pretrial, adjudication, and dispositional hearings.
- Conduct home visits, school visits, and monitor the behavior of juveniles and transport juveniles to appointments, hearings, and other destinations as required.

THE SUCCESSFUL CANDIDATE will be detail-oriented, self-motivated, well organized, and client service-driven; thrive in a fast-paced environment; prioritize and execute complicated tasks, balancing the demands of multiple stakeholders; develop client-focused solutions to address complex barriers/challenges; exercise complete confidentiality and impartiality on the job in a positive and professional manner.

MINIMUM QUALIFICATIONS/REQUIREMENTS

- Bachelors degree in any discipline, human services preferred
- The ability to pass the Michigan Judicial Institute Certification Training for Juvenile Court staff within two years after date of hire
- Valid driver's license, proof of insurance, and reliable transportation
- Must pass an extensive background check
- May require flexible working hours, including some evenings

TO APPLY please submit a cover letter and resume -- in Word or PDF format only -- to Juvenile Director, Jennifer Izworski, via email at jizworski@ocprobate.us. Resumes received by Tuesday, March 19, 2024, will be given priority. Please use the email above if you have further questions. Salary is according to union contract, commensurate with experience.

This position is non-exempt and represented by Teamsters State, County, and Municipal Workers Local 214. Ogemaw County is an equal opportunity employer.

Starting Pay Rate: \$36,607, based on a 35-hour work week