

# Hall County Juvenile Services Office

## Job Description-Diversion Officer

### Description of Work

It shall be the general responsibility of the Juvenile Diversion Officer to assist in case planning and achievement of the goals for the youth assigned. The diversion officer organizes case conferences and coordinates with juvenile justice personnel, school personnel and community service organizations. The Diversion Officer will provide assessment, referral and directed intervention to youth with law enforcement contact and youth with excessive absences within the school if assigned. The Goal of these combined functions is to assist youth in understanding the impact of their offense, in repairing any harm done to the community, to deter the youth from future criminal behavior, and assist youth/families to promote school attendance.

### Essential Functions

- Provide information education, support and assistance to youth and parents involved in Hall County Pre-trial Juvenile Diversion
- Provide support and referral services to improve the social and psychological functioning of youth and their families and to maximize the family well-being and the academic functioning of at-risk youth.
- Assess risk levels, mental health needs, competency levels and preventative techniques to assist in developing an individualized diversion plan for participants of the program.
- Manage a caseload of diversion participants during their contract period by meeting with the youth and his/her parents for accountability checks/appointments, reviewing and updating case notes/information in the diversion database, monitoring all contract conditions that need to be completed, checking on grades and attendance at school, conducting random UAs if necessary, and communicating with other agencies involved with the diversion participant.
- Case management with an emphasis on prevention.
- When assigned to work at the schools, will work with up to 40 youth at any given time who, throughout the school year, have been screened by social workers for truancy issues and referred. Individualized plans will be developed by the attendance team to assist individual youth and families after initial contact has been made by a school staff member to identify strengths to address issues contributing to the chronic absenteeism. All meetings with youth who have attendance issues will take place at the school.
- Provide graduated sanction activities that include rewards or incentives.
- Coordinate with juvenile justice personnel, county attorneys, school officials, parents, and other community resources about the general educational approaches and the individualized plan for youth.
- Work with referring agencies to manage individual cases, assist in the decision making process regarding progression and completion of program; includes preparation of progress reports and summaries regarding youth's participation.
- Facilitate groups for youth and parents involved in the diversion program; said

groups should assist youth in integrating their learning experiences and should be designed to assist the youth's understanding of his or her responsibility to the community in which the youth resides and thereby deter the youth from future criminal activity.

- Assist in creating and maintaining positive relationships with community service agencies by conscientiously establishing volunteer projects for involved youth and providing thorough follow-up.
- Implement and report program evaluation data for reporting purposes for the Juvenile Diversion Services Program.
- Adhere to all policies and procedures of Hall County, as well as those of Hall County Juvenile Services.
- Maintain professional boundaries in the provision of services.
- Performs other duties as assigned.

### **Minimum Qualifications**

The juvenile Diversion Officer shall have **an Associate's** degree from an accredited college or university with a major course work in criminal justice, social sciences, education, or a closely related field AND 2 years related field experience working with juveniles; OR any equivalent combination of education and experience which provides the desirable knowledge, abilities and skills.

In addition, the Juvenile Diversion Specialist must possess the following qualities:

- A genuine interest in and concern for youth and families and the ability to work with other professionals in the community in planning for the services, diversion plan and disposition of youth's case, and be of high morale conduct.
- Knowledge of the juvenile justice system, and the community organizations
- Skills in creating case plans are preferred.
- Ability to establish and maintain effective work relationships with county officials, law enforcement, county judges, school officials, treatment agencies, and the general public.
- Ability to effectively communicate both orally and written.
- Have a valid Nebraska driver's license and a good driving record.
- Must be sensitive to culture and socioeconomic characteristics of the clients and families we serve.
- Ability to maintain client files and confidentiality.
- Ability to effectively communicate with juveniles individually, and in a group presentation setting