

**JOB ANNOUNCEMENT**

There is a job vacancy with **18th Judicial Circuit Court-Family Court/Juvenile Division**.

**JOB TITLE:** Day Treatment Program Assistant

**RATE OF PAY:** \$29,390.40/annually, entry, progressing to \$35,838.40/annually after 2 years (TP07)

**Full-time position with benefits**

**General Summary:** Under the general supervision of the court administrator, the individual filling this position is responsible for working with the Day Treatment Case Manager to carry out the operation of the day treatment program for juvenile delinquents aged 12 to 15 in an academic setting and a variety of other closed and open environments. This staff person should serve as a role model to youth in the program and help identify and reinforce program goals and the youth's individual goals within the program. The assistant aids the case manager in addressing the needs of the participants, who are generally young men, in such areas as education, counseling, substance abuse, anger management, self-esteem, conflict resolution, career planning and recreational therapy.

**Typical Duties:**

1. The assistant arranges for an assessment to be conducted on the juvenile and arranges for the transportation of the juvenile once they are placed in the program.
2. May set up and make arrangements for the experiential programs planned for the youth.
3. Maintains a lists of volunteers and volunteer opportunities that may be used in assisting juveniles in pursuing hobbies and volunteer community activities.
4. May assist in providing or coordinating services that meet the physical, mental and social needs of the juveniles in the program. These might include programs in self-esteem building, anger management, conflict resolution, cultural awareness, life skills, problem solving, decision making, communications skills, and community service.
5. May assist the case manager in maintaining accurate, up to date case files, including progress notes regarding actions taken and services provided.
6. Collects data to be used in developing and maintaining an evaluation component.
7. May transport youth to and from day treatment activities.
8. Communicates with parents or guardians of program participants regarding the youth's progress in the program.
9. May communicate with the court assigned probation officer on concerns and progress of the youth in the program.
10. May individually supervise up to 10 youth during school programming, after school counseling and recreational therapy sessions. May also include supervision during an evening and/or weekend experiential program activity.
11. Assists in evaluating youth's performance and progress in the program on a daily basis; may document youth's behavior on a daily performance point form.
12. May perform clerical functions as needed.
13. Individual may complete other duties as assigned.

**Qualifications:**

**Desired Education:** Bachelors' degree in social sciences or human services related field.

**Minimum Required Education:** Two years of college or high school diploma or equivalent and two years of experience in a social work, counseling or related environment. Experience with adolescents is essential.

**Knowledge, skills & abilities:**

- Knowledge of appropriate conduct and manners.
- Knowledge of potential behavior problems of children and youth.
- Ability to be a role model for youth in the program.
- Ability to gain the respect, confidence and cooperation of youth.
- Ability to teach youth personal hygiene and proper conduct.
- Ability to understand and relate to youth with problems in a positive manner.
- Basic knowledge of first aid.
- Must be able to demonstrate an ability to efficiently use word processing programs.
- Ability to relate effectively to court staff, youth and their families.
- Ability to qualify for a chauffeur's license

**Application Process:**

Please send a letter of application, resume and county application to the Personnel and Employee Relations Department by **4:00 p.m. Wednesday, September 1, 2010**. Application forms are available at: [www.baycounty-mi.gov](http://www.baycounty-mi.gov)

**AN EQUAL OPPORTUNITY EMPLOYER**

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."