

POSITION DESCRIPTION
GRANT COUNTY SUPERIOR COURT 2 / GRANT COUNTY PROBATION

POSITION: Family Recovery Court (“FRC”) Coordinator / Grant County Probation Officer

DEPARTMENTS: Grant Superior Court 2 & Grant County Probation

STATUS: Full-time, with benefits (*employment beyond two years not guaranteed*)

SALARY: Consistent with Indiana Probation Officer Salary Scale

UPDATED: October 2020

FRC DUTIES:

- Responsible for the administration, management and coordination of FRC services and operations
- Oversees FRC activities
- Ensures the court’s compliance with the problem-solving court statutes and rules
- Develops and maintains problem-solving court policies and procedures
- Manages service provider contracts and team member memoranda of understanding
- Writes and manages program grants
- Facilitates team meetings
- Serves as a liaison to local service providers and community groups
- Conducts initial intake for program referrals and coordinates screening/admission process
- Performs program orientation for new participants
- Obtains copy of DCS case plan for participant files
- Maintains participant case management files, including all contact notes, treatment records, and FRC paperwork
- Attends all FRC hearings and prepares proper participant progress paperwork which may include creating staffing agendas and preparing court orders
- Maintains appropriate data, and assists the Program Evaluator as needed
- Any additional duties required by Grant Superior Court 2 Judge or Juvenile Magistrate

PROBATION DUTIES:

- Conducts risk assessments and case plans.
- Monitors activities of clients, making periodic checks of clients' activities and progress including home and office visits, as directed.
- Investigates, files, and maintains records of probation violations.
- Transfers intrastate and interstate probation supervisions, as needed.
- Consults, communicates, and corresponds with other Courts, probation departments, staff, attorneys, clients' family members, employers of clients, law enforcement agencies, etc.
- Performs crisis intervention, as needed; teaches skills to assist probationers regarding problems and makes referrals to other agencies, if needed.
- Performs other related essential duties as required.

MINIMUM JOB REQUIREMENTS:

- Baccalaureate degree from an accredited university or college, and the equivalent of three (3) years full time paid experience in criminal justice or human services
- Complete a staff orientation program approved by the FRC Committee within the staff member's first year of employment with the court
- Pass Probation Officer exam within 6 months of employment
- Complete 20 hours annually of continuing education

DIFFICULTY OF WORK:

Performs a variety of duties which are broad in scope and require the application of sound judgment based on experience and training. The staff member should have the ability to hold participants accountable while keeping in mind the value of therapeutic needs.

RESPONSIBILITY:

The staff member must have the ability to work independently while maintaining the highest level of professionalism.

PERSONAL WORK RELATIONSHIPS:

The staff member will network and maintain relationships with Circuit and Superior Court Judges and Juvenile Magistrate, Department of Child Services staff, probation officers,

attorneys, law enforcement, treatment agencies, participants and their families, representatives of various agencies, and members of the general public for a variety of purposes, including presentations regarding the FRC program.

THE STAFF MEMBER REPORTS DIRECTLY TO SUPERIOR COURT 2 JUDGE AND CHIEF PROBATION OFFICER.

SEND RESUME AND APPLICATION TO:

Judge Dana Kenworthy
101 E. 4th St. Ste. 300
Marion, IN 46952
(765) 662-1719

or

Chief Probation Officer Melissa Stephenson
501 S. Adams Street
Marion, IN 46953
(765) 662-9861
mstephenson@grantcounty.net

APPLICATION DEADLINE: October 30, 2020

*Job description is subject to change, upon amendment by the FRC Board / Chief Probation Officer.