

Juvenile Intake Officer- Madison County, AR
Madison County Juvenile Court
District 4, Division 3

This position will be for 2 days per week, less than part time, but will still offer Social Security contribution.

2 days per week/16 hours will have some flexibility as to which are scheduled work days.

Job description -

- *The Juvenile Intake Officer provides supervision of court diversions, prejudicated FINS and delinquency cases and is the first point of contact for families & juveniles.
- *Assessing from initial Juvenile contact, what the next steps will be.
- *Receiving referrals for new cases.
- *Referring juveniles and families to services needed for rehabilitation.
- *The Juvenile Intake Officer creates and maintains case documents, file information, compliance documentation & administers assessments.
- *This position requires organization, detailed data entry skills, the ability to make strong & safe decisions and individually work as part of an overall team.
- *This position will require the ability to work with juveniles and families that present with a variety of needs, hardships & difficulties.
- *The Juvenile Intake Officer may be called upon to provide case and client support, and may be called on for court testimony.
- *This position requires the ability to remain calm under pressure and maintain a professional demeanor in challenging circumstances.

Requirements-

- *High School diploma or equivalent.
- *Background check
- *Ability to attend in person training in Little Rock, AR.

Email applications & resume to Kristy.Miller@madisoncountyar.gov

Applications will be accepted through April 3rd.

Start day will be between April 6th-10th.