

## **Intake Officer Job Description**

- I. **STATEMENT:** The Intake Officer is responsible for screening referrals made to the Court from schools, police departments, and family members. The Intake Officer will establish an atmosphere of care, concern, and consistency in making determinations as to the proper course of action in these cases. The Intake Officer will compile information to be presented in Court as recommendations for consequences and possible treatment.
- II. **QUALIFICATIONS:**
- A. Minimum of earned Bachelors Degree, preferably in one of the behavioral sciences, such as psychology, sociology, or social work.
  - B. Masters Degree in a Social Science preferred.
  - C. Personal Qualities:
    - a. Motivation and ability to work with troubled youth,
    - b. Knowledge of adolescence and family dynamics,
    - c. Ability to work with and relate to other professionals,
    - d. Excellent verbal and writing communication skills,
    - e. Ability to work and function as a team member.
  - D. Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products including Word, Outlook and Excel.
- III. **RESPONSIBILITIES:**
- A. Conference with walk-in cases
    - a. Obtain statement of problem and face sheet from party filing complaint.
    - b. Establish a comfortable atmosphere in a non-judgmental way in order to obtain family background, current problems and past attempts at problem resolution.
    - c. Determine if a complaint and warrant should be filed or if some lesser form of Intake intervention or community agency referral is more appropriate.
  - B. Prevention Conferences
    - a. Check for previous referrals
    - b. Schedule conference date with all relevant parties
    - c. Establish a comfortable atmosphere for discussion of the problem.
    - d. Make parents and child aware of their responsibilities toward education and home rules.
    - e. Make a determination if case be left with a warning or if the case needs to be officially referred to the Court.
    - f. Follow up with school, family and juvenile
  - C. Courtroom Monitor
    - a. Attend pre-dispositional court hearings for cases assigned.

- b. Complete OYAS assessments prior to court hearings for appropriate cases.
  - c. Present case to the Court, giving background information and description of present offense and recommended disposition.
- D. Provide accurate records by:
  - a. Writing up pertinent data from conferences/meetings/court hearings.
  - b. Making sure all information is properly filed in social files and documented case notes.
  - c. Inform Intake Supervisor of caseload numbers and any problems on a regular basis.
- E. Intensive Case Work (short-term counseling)
  - a. Upon case assignment outline problems to be addressed and goals to achieve
  - b. Contract for a specific amount of time (up to ten sessions)
  - c. Meet with parties weekly to work on problem solving
  - d. Prepare and maintain necessary records
- F. Perform any other duties as deemed necessary and proper by the Intake Supervisor, Director of Administration and the Judge.

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