

Lewisville, TX

Job Title: Juvenile Case Manager II/Part Time - Servicing (Lewisville, Roanoke & Carrollton)

Closing Date/Time: Mon. 09/27/10 2:30 PM Central Time

Job Type: Part-Time

Location: Lewisville, Texas

Department: Juvenile Case Manager - 01.2063

[Description](#) [Benefits](#) [Supplemental Questions](#)

The Juvenile Case Manager II will assist the court with providing services involving juvenile offenders who are before the court. Work involves servicing the court's juvenile docket by monitoring attendance in Failure to Attend School cases, and identifying/maintaining a referral list for community services opportunities.

- Contacts community agencies in order to gain information about their programs.
- Recruits and evaluates community service placement sites for juvenile and adult defendants.
- Performs research to locate referrals for various county programs and services; Educates and refers juveniles and their families to the appropriate agency.
- Locates resources and referrals by providing families with beneficial information.
- Coordinates the preparation of juvenile case documents, applications, and community service applications.
- Explains the participation, behavior, and reporting requirements for successful completion of community service.
- Prepares statistical information for funding and data entry by entering juvenile information into the database on a weekly basis.
- Create and manage a program for students to submit weekly attendance records, file records in appropriate folder.
- Create show cause summons for defendants who have had unexcused absences.
- Communicates with school officials and parents on juvenile's progress.
- Performs other related duties as required.

- Associate Degree required for this position.
- Minimum two years of experience in a related field required; or an equivalent combination of education and related experience.
- Must be able to pass a State Criminal History background check.
- Bilingual (Spanish) preferred
- Should be detailed oriented, self paced, and have good time management skills.
- Experience in Juvenile casework or Juvenile services preferred.

- This position will work 20 hours per week, September through June
- This position will service the following Justice of the Peace offices.
 - Lewisville (Primary Office)
 - Roanoke
 - Carrollton