



ADMINISTRATIVE OFFICE OF THE COURTS & PROBATION

Service Interpretive Guidelines
Employment Placement

SERVICE DESCRIPTION:

A service specifically designed to build effective job readiness skills, career planning, resume assistance, interview skills, job search, referrals and how to develop a positive work ethic. This service is individualized to assist the youth to overcome barriers to obtaining employment.

This service should only be probation funded if all other resources have been exhausted including, but not limited to, community funded programs, Rural Improvement for Schooling and Employment (RISE), Vocational Rehabilitation and other family funded services.

TARGET POPULATION:

This service would typically assist in addressing youth who have a documented pattern demonstrating a need for employment support, youth transitioning to independence, and high school graduates. This service would typically assist in addressing youth with high risk and/or need in Employment/Education.

PROBATION/PROBLEM SOLVING COURT OFFICER (OFFICER) RESPONSIBILITIES:

- Officer guides program intensity and ensures program time is focused on education, not supervision.
- A written service plan shall be developed with the youth and probation/problem solving court officer based upon the probation referral and family/youth intake interview. The written service plan will be shared with the probation/problem solving court officer.
- Individualization of the plan will be determined based on service referral information, (criminogenic risk, need and responsivity) relevant collateral documentation/assessments and youth/family goals.
- Officer must ensure the provider is supporting the team plan in a positive manner through ongoing communication to ensure progress is made and goals are achieved.
- Officer will verify with staff to determine if progress is being made. If progress is not indicated, the staff shall provide a rationale as to what changes will be made to initiate a plan to increase progress.
- Officer shall communicate weekly, at a minimum for updates on the treatment plan, goals and the youth and family's engagement in services.
- Officer will complete engagements outlining intake, progress and discharge.
- Officer will upload all documents to the information management system.

