



**FAMILIES IN NEED OF SERVICES (FINS)**  
1835 SPRING STREET, ANNEX  
SHREVEPORT, LA 71101  
(318) 425-1883 OFFICE  
(318) 221-6142 FAX  
[WWW.VYJLA.ORG](http://WWW.VYJLA.ORG)

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**POSITION TITLE:** FINS Officer  
**PROGRAM/DEPARTMENT:** Court Programs  
**LOCATION:** Caddo Juvenile Court (Annex Building)  
**EMPLOYEE STATUS:** Full Time  
**REPORTS TO:** Director of Court Programs

**POSITION SUMMARY:** FINS is an intervention process aimed at preventing formal juvenile court involvement, therein reducing the number of children in the court system. The purpose of the FINS process is to improve self-destructing, pre-delinquent behaviors by the child and conduct by family members which contribute to the child's behavior. By assessing the behavioral issues surrounding the family, appropriate services are put in place to reduce or eliminate the problems identified and improve family relations.

**ESSENTIAL FUNCTIONS:**

- Must promote a positive/professional attitude to all Volunteers for Youth Justice employees, volunteers, community partners, and clients.
- Endorse the mission of Volunteers for Youth Justice and comply with policies and procedures.
- Employee will have a reliable and constant presence at work.
- Review and process all accepted FINS referrals into the FINS database within five (5) working days.
- Evaluate each case for appropriateness based on criminal history, residence, age, and grounds for a referral.
- Schedule initial meetings and/or mandatory conferences for each FINS referral by telephone informing the family of the scheduled conference within three (3) days of receiving the referral. Follow up with a conference appointment letter.
- Expedite conferences to be held for children in shelter custody within 24 hours of receiving the referral.
- Inform the complainant in writing when a FINS referral has been denied due to the referral not meeting FINS grounds.
- Administer the Intake process and/or Youth Interview Assessments to each referred child and parent/caregiver.
- Interview the child and parent/caretaker regarding the grounds for the complaint. Assess the needs of the family which are contributing to the family's dysfunction; recommend appropriate services to address the needs; include recommended services in the Informal Family Plan Agreement (IFSPA).
- Promptly make referrals to service providers and agencies after execution of the IFSPA and coordinate information between service providers and family.
- Contact the service providers/agencies in the IFSPA monthly to monitor the families' participation with services; amend if necessary or as needed.
- Respond to Parent/Caregiver, Service Providers, School, District Attorney, and Court concerns within 24 hours.
- Review the need for a Request for Petition with the supervisor, and if necessary, draft a Request for Petition for child and/or parent/caregiver that is non-compliant with the IFSPA and services recommended therein.
- Maintain accurate, complete, timely, and secure records of client information paying close attention to coordinating information in the FINS database and the clients' file folder.
- Schedule monthly follow-up appointments with each family.
- Monitor bi-weekly clients' school attendance, grades, and discipline record.
- Attend IEP/SBLC school meetings if needed.

- Collaborate with school administrators, teachers, school counselors, and child welfare and attendance supervisors to identify and provide solutions for clients.
- Be prepared and available to attend court and give court testimony when requested.
- Must attend scheduled meetings/training to develop relevant knowledge and skills.
- Must complete 15 hours of Continuing Education each year.
- Adhere to confidentiality guidelines and FINSAP Program Standards.

**QUALIFICATIONS:**

- A Bachelor's degree in social service, criminal justice, counseling, psychology, family studies, or related fields.
- Effectiveness in planning and arranging work responsibilities including handling deadlines and changes in priorities.
- Ability to develop and maintain professional relationships with staff, clients, service providers and community partners.
- Possess excellent written and verbal communication skills.
- Must be proficient in Microsoft Office.