

Administrative Office of the Courts

Court Designated Worker Program

Field Placement Information and Learning Objectives

The Court Designated Worker (CDW) program provides court diversion opportunities to youth between the ages of 10-18. All youth below the age of 18 who are charged with either a public or status offense must be processed through the CDW office to determine their eligibility for a court diversion.

A field placement student at the CDW program will have the opportunity to gain valuable knowledge relative to Kentucky's Juvenile Justice system, state statutes, and juvenile code. Students will have the opportunity to interface with the court system, various law enforcement agencies, as well as, other community partners. Students will have the opportunity to gain knowledge regarding the social and economic impact of juvenile crime, as well as, how social and economic factors influence juvenile crime.

Potential Responsibilities

- Become familiar with the agency's standard operating procedures, client filing system, and how to process charges.
- Assist with answering the telephone and greeting the clients and community partners who visit our office daily.
- Become aware of community resources and how to access services for youths on diversion.
- Assist with data entry and basic filing.
- Assist with monitoring youths on diversion.
- Assist with developing and facilitating diversion workshops and/or special diversion programming.
- Assist law enforcement personnel and families as needed.
- Complete preliminary inquiries and youth assessments as needed.
- Assist with updating community resource guide.
- Attend our Family Accountability Intervention and Response (FAIR) team meetings.
- Perform other duties as deemed necessary by the field supervisor.