

# Lead Social Service Worker

GENERAL STATEMENT OF DUTIES: Under the direct supervision of the Casework Supervisor, investigates the background of the assigned delinquent youth in order to assist the Court in determining the most appropriate disposition of each juvenile case. The Lead Social Service Worker will be responsible for the orientation and training of new staff including evidence based practices utilized by the probation department which includes ongoing review of social service worker's utilization of the evidence based practices. Provides support, guidance and consultation to less experienced workers in procedural and technical aspects of probation.

## STATEMENT OF TASKS:

- Performs any and all functions of the social service worker classification as needed.
- Conducts detailed sociological and economic investigations of juveniles and their families as ordered by the Court through intake interviews, social documents and interviews with other social service agencies as necessary.
- Administers risk, needs and other assessments to youth and families to determine appropriate level of intervention.
- Prepares pre-dispositional reports and dispositional reports for each case to assist the Court with determining the most appropriate disposition of each case as well as recommending probationary terms, treatment, placement, support services, restitution, probation oversight fees and/or other action.
- Appears in juvenile court proceedings to present investigation and assessment reports, and make dispositional recommendations to the Court.
- Communicates with prosecuting attorneys, defense attorneys, families and service providers regarding case status and recommendations.
- Makes referrals to appropriate community agencies prior to having the case assigned to a social service worker. Ensures files are up to date prior to case transfer.
- Provides orientation and training to all new workers;
- Support social service workers with all job aspects of the job classification including adherence to the fidelity of evidenced-based models utilized in the Department, reviewing recordings of probation contact sessions and offering feedback to staff regarding fidelity to the model, and monitoring inter-rater reliability of evidenced-based risk assessment tools.
- Works closely with the Caseworker Supervisor, social service workers and other professional staff to assure program effectiveness, staff accountability, professional personnel performance, problem solving matters and other issues impacting the Juvenile Probation Department.
- Assists the Casework Supervisor in providing case coverage during periods of vacancies, sick time, etc., for the Juvenile Probation Department.
- May interview, hire and assign interns or volunteers.
- Leads a community team to assist with reducing detention days for youth by recommending alternative services and works with detention center staff to transition youth to probation.

The statement of tasks above is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all of the duties an employee assigned to this class may be required to perform.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Extensive knowledge of social, economic and health issues that may lead to delinquent behavior;  
Extensive knowledge of casework philosophy, evidence-based practice in juvenile justice and evidenced-based practice involving individual and group behavior;  
Extensive knowledge of the philosophy and provisions underlying social service, and juvenile justice legislation of the State of Michigan;  
Extensive knowledge of methods for addressing social needs that may lead to delinquent behavior;  
Extensive experience in supervising court-involved youth, and the desire to work with people of all social strata and the capacity to do so with tolerance, sympathy and objectivity;  
Ability to write complex reports, present cases in Court in a professional manner, and make dispositional recommendations based on evidenced-based practices;  
Ability to train others, and provide feedback to motivate behavior change;  
Ability to develop & maintain good interpersonal relationships and relationships with other agencies and groups;  
Ability to attend work regularly and work under stressful conditions;  
Excellent writing and communication skills.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in criminal justice, social work, psychology, sociology, counseling or related area.

**-AND-**

Ten (10) years of case work experience in dealing with delinquent youth, evidenced-based treatments and case planning.

**-AND-**

Completed the Michigan Judicial Institute Certification Training for Juvenile Court Staff.

  
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Human Resources Director

Established: December 18, 2020