

## Juvenile Services Supervisor

GENERAL STATEMENT OF DUTIES: Plans and supervises the work of assigned social service workers and clerical support staff for the Family Division Judges and Referees; works under the supervision of the Juvenile Section Administrator; performs related duties as required.

Supervises and coordinates adoption casework, in addition to clerical support for Family Division Judges and Referees.

Trains clerical staff to perform complex tasks associated with record management for both public and confidential files related to family division proceedings.

Manages records, both open and closed, in a manner approved by the State Court Administrative Office (SCAO).

Develops procedures, protocols and manuals for staff training.

Coordinates casework and clerical staff to support the Court in serving the public.

### STATEMENT OF TASKS:

Supervises and instructs social service workers in case work techniques and procedures.

Advises social service workers on the investigation and analysis of more difficult cases.

Reviews and evaluates casework studies by reviewing reports of subordinates, by holding conferences and observing results of cases investigated and recommendations developed.

Approves work product of caseworkers before submitting reports.

Coordinates activities of social service workers with activities of other social agencies.

Participates in professional development in the area of adoptions and juvenile proceedings.

Prepares periodic and special reports as required.

Supervises, assigns and train clerical support staff to fulfill departmental responsibilities.

The state 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 the duties an employee assigned to this class may be required to perform.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of social, economic and health problems.

Thorough knowledge of casework philosophy, methods and practices.

Thorough knowledge of the laws of Michigan which apply to adoptions and juvenile proceedings.

Thorough knowledge of the methods of treating social problems.

Thorough knowledge of casework and clerical supervision.

Ability to supervise and train others, to develop good relationships with other agencies and to deal effectively with the public.

Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Master's degree in Sociology, Psychology, Criminal Justice, Social Work, Corrections or Guidance and Counseling and two (2) years of experience;

OR

Bachelor's degree and five (5) years experience as a Social Service Worker.

Established: June 1, 2015

  
\_\_\_\_\_  
Human Resources Director