

SOCIAL SERVICE WORKER

(Community Corrections)

GENERAL STATEMENT OF DUTIES: Performs professional casework duties in any one of a number of social or casework fields; work is generally performed under supervision; performs related duties as required.

STATEMENT OF TASKS:

Conducts detailed sociological and economic investigations of adults placed on probation and/or prior to receiving sentences, families involved in domestic difficulties which have come to the attention of the Courts;

Conducts interviews with relatives and friends of persons being investigated;

Organizes notes obtained in interviews and writes case histories, including recommendations for sentencing, parole, remedial treatment, or care;

Counsels adults on probation and/or prior to receiving sentences, and counsels other persons as required;

Acts as a liaison with other public agencies such as Social Services, Sheriff's Department, Prosecuting Attorney etc.;

Prepares casework studies and conducts investigations for other Courts and out of state agencies;

Conducts a wide variety of follow-up investigations, issues summonses and performs related duties as ordered;

Maintains a variety of casework records and prepares special and periodic reports as required;

Engages in activities and related to the supervision of adults on probation and/or prior to receiving sentences to ensure compliance of conditions of bond. Abides by services ordered by the Court. Works with the participant according to case plan;

Makes referrals to community agencies as needed;

Testifies in court as needed;

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:

Good knowledge of current social, economic and health problems;

Good knowledge of the criminal justice system with an emphasis on community corrections;

Good knowledge of the philosophy and provisions underlying social service legislation of the State of Michigan;

Knowledge of data collection and automated information systems;

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES (CONTINUED)

Ability to appreciate the desires, needs and rights of others;
Ability to physically perform the available work assignment;
Ability to present information both verbally and in writing;
Ability to use appropriate judgment and tact when dealing with clients, other county employees or other public agencies;
Ability to maintain good interpersonal relationships with groups and individuals;
Ability to counsel;
Ability to monitor and evaluate client case plans;
Ability to attend work regularly and work under stressful conditions.

MINIMUM QUALIFICATIONS:

Bachelor's degree and one (1) year of experience in probation, law enforcement, corrections, guidance and counseling, substance abuse service, pre-trial services, prisoner reentry, family counseling, vocational counseling or social work.


Human Resources Director

Established: June 20, 2016
Revised: July 8, 2019