

SOCIAL SERVICE WORKER

GENERAL STATEMENT OF DUTIES: Performs professional casework duties in any one of a number of social or casework fields; works under supervision; performs related duties as required. The following are examples of general duties performed in each department.

Family Court Caseworker/Probation Officer - Engages in activities related to the supervision of juvenile offenders to ensure compliance of terms and conditions of probation. Arranges for services ordered by the Court. Works with probationer according to treatment plan directed towards discharge from probation.

Probate Court Caseworker - Engages in activities related to probate matters. Conducts interviews and writes case histories. Arranges for services ordered by the Court. Counsels clients involved in Probate Court proceedings.

Friend of the Court Caseworker - Investigates, reports and makes recommendations in domestic cases before the Court. Enforces court orders in domestic cases. Counsels clients involved in Friend of the Court proceedings. Mediates disputes between parties regarding their minor children as directed.

District Court Probation Officer - Engages in activities related to the supervision of offenders to ensure compliance of terms and conditions of probation. Arranges for services ordered by the Court. Works with probationer according to treatment plan directed towards discharge from probation.

Pretrial Services Caseworker - Provides assistance to clients through case management of cases within the Criminal Justice system. Provides individual and group counseling for clients and families. Conducts background investigations to assist the court in setting bond and supervises pre-trial felony population as a condition of bond.

Prosecuting Attorney Victim Advocate II- Provides victims of violent, assault crimes and/or victim's family members with information regarding their rights pursuant to Michigan Crime Victims Act. Provides assistance to clients through case management of cases within the Criminal Justice system. Makes referrals to community agencies upon request.

County Clerk Caseworker - Counsels clients in the process of personal protection orders. Answers questions from the public.

STATEMENT OF TASKS:

Conducts detailed sociological and economic investigations of adults and/or juveniles as ordered by the Court;
Conducts interviews with appropriate parties as required;
Writes case histories and/or casework studies and makes recommendations;
Counsel's adults and/or juveniles as directed;
Recommends appropriate payments where required;
Investigates facilities to determine if they meet county standards;
Prepares legal petitions as required;
Makes referrals to community agencies as required;
Serves as liaison with other agencies;

Page 2
Social Service Worker

Implements programs as required in the specific department;
Transports clients;
Testifies in court as needed;
Coordinates activities of volunteers and/or interns;
Provides information to the public as required;
Maintains a variety of casework records and prepares special and periodic reports as required.
Assists in the organization and operation of specialty courts.

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 and employee assigned to this classification may be required to perform.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of current social, economic and health problems;
Good knowledge of the philosophy and provisions underlying social service legislation of the State of Michigan;
Ability and desire to work with people of all social strata and the capacity to do so with tolerance, sympathy and objectivity;
Ability to appreciate the desires, needs and rights of others;
Ability to understand and interpret regulations and laws;
Ability to present information both verbally and in writing;
Ability to communicate;
Ability to read and comprehend written material;
Ability to counsel;
Ability to maintain good interpersonal relationships;
Ability to attend work regularly and work under stressful conditions.
Ability to use various computer programs

MINIMUM QUALIFICATIONS:

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

District Court only: Bachelor's degree in Sociology, Psychology, Criminal Justice, Social Work, Corrections or Guidance and Counseling **-AND-** One (1) year of experience in probation, law enforcement, corrections, guidance and counseling, substance abuse services, pre-trial services, family counseling, vocational counseling or social work.

One (1) year of experience in the Genesee County District Court will meet the experience requirement.

FOC only:

Bachelor's degree and one (1) year of experience in probation, law enforcement, corrections, guidance and counseling, substance abuse services, pre-trial services, family counseling, vocational counseling or social work, the Friend of the Court or a related field.

-OR-

Master's degree in Sociology, Psychology, Criminal Justice, Social Work, Corrections or Guidance and Counseling or a related field.

Page 3

Social Service Worker

Circuit Court – Family Division only:

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

-OR-

Bachelor's degree and three (3) years' experience in Genesee County Circuit Court-Family Division.

ADDITIONAL REQUIREMENTS:

District Court employees must be certified as an Assessment and Referral Management Specialist (ARMS) within eight (8) months of employment or until the employee has had the opportunity to sit for two (2) exams. Failure to become licensed will result in termination of employment.



Human Resources Director

Established: June 27, 1984

Revised: September 21, 2000

Revised: July 31, 2007

Revised: October 9, 2009

Revised: October 4, 2016

Revised: June 1, 2018

Revised: December 17, 2019