

SOCIAL SERVICE WORKER

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 and juveniles 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 the 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 and/or juveniles on probation, advises divorced persons and their dependents and counsels other persons as required;

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

Interviews parties involved in paternity cases to obtain vital statistics and makes recommendations for the amount of child support and medical payments;

Conducts investigations of foster homes to ascertain that they meet County standards;

Prepares legal petitions;

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.

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 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 physically perform the available work assignment;

Ability to maintain good interpersonal relationships;

Ability to attend work regularly and work under stressful conditions.

Social Service Worker

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, family counseling; vocational counseling or social work;

OR

Bachelor's degree in Sociology, Psychology, Criminal Justice, Social Work, Corrections or Guidance and Counseling.

ADDITIONAL QUALIFICATIONS:

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.

Established: 1968

Revised: June 27, 1984

Revised: May 10, 1999

Revised: August 11, 1999


Personnel Director