

SOCIAL SERVICE WORKER

(Probate Court)

GENERAL STATEMENT OF DUTIES: Performs professional casework duties in Probate Court; work is generally performed under supervision; performs related duties as required.

STATEMENT OF TASKS:

Conducts detailed sociological and economic investigations of 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 juveniles on probation and their families;

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

Conducts investigations of foster homes to ascertain that they meet established State 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-Probate Court

MINIMUM QUALIFICATIONS:

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

Established: June 27, 1984

Revised: May 10, 1999


Personnel Director