

**INGHAM COUNTY
JOB DESCRIPTION**

CASEWORK ASSISTANT- FAMILY COURT

General Summary:

Under supervision of the Casework Supervisor, assists the caseworkers in monitoring juveniles and their families that are under the supervision of the Court. Makes home visits and collects background information for the caseworkers. Transports juveniles as necessary. Assists with various special activities and events of the Court.

Essential Functions :

1. Assists the caseworkers in monitoring juveniles and their families under the supervision of the Court. Visits youths at home and school and helps ensure compliance with the terms of probation. Checks home for cleanliness, availability of food, and other basic needs. Monitors their progress and compliance with case plans and provides feedback to the caseworkers.
2. Assists in conducting investigations of neglect and delinquent cases referred to the Court by making home inspections and reporting on inappropriate people in the home and other concerns and information.
3. Collects information from police, community programs, placement staff and others and provides to caseworkers. Checks schools for attendance and other information and collects other background information. Maintains log of case contacts.
4. Transports juveniles to school, appointments, and other locations as necessary.
5. Provides information to parents of assigned juveniles on court procedures and policies and may refer families to other agencies to further assist them in dealing with family problems.
6. May visit minors in their placement outside the home and monitors their progress and collects information for the caseworker.
7. Assists with various activities such as Summer Enrichment, field trips, community service programs, and craft projects. Includes written communication and telephone contact in seeking the support of the community through donations, purchasing discounts, and other forms of support.
8. May recommend referrals to appropriate community agencies including substance and mental health treatment centers, educational programs and various other agencies.
9. Responsible for the maintenance of a County van, includes ensuring proper preventative maintenance and keeping maintenance records.

Other Functions :

10. Participates in various committees to plan and implement projects such as holiday baskets and other special programs. Coordinates with other divisions of the court as appropriate.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

Employment Qualifications :

Education: High school graduation or equivalent, prefer some advanced coursework in social work, psychology, sociology, counseling, or related human services area.

Experience: Two years of experience dealing with delinquent youths and the court system.

Other Requirements: Valid Michigan Driver's license.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Climbing stairs and otherwise accessing homes, schools and other buildings in order to conduct checks and gather information.

Ability to conduct home inspections and visits.

Ability to access departmental files.

Driving to various sites to conduct checks and follow-up on youths.

Working Conditions:

Exposure to various weather conditions while conducting field work.

Exposure to youths with various emotional problems and their parents and others.

Exposure to communicable diseases of clients and families.

Exposure to homes of various states of cleanliness and hygiene.