

MONTCALM COUNTY

FRIEND OF THE COURT FAMILY COUNSELOR

Full-Time

\$20.73 to \$24.89 per hour

General Summary

Under the supervision of the Friend of the Court, conducts conciliations, investigations and makes recommendations regarding issues of child support, custody and visitation. Network with various agencies in regard to child issues and represents the Friend of the Court at various meetings.

Essential Functions

1. Brings Friend of the Court De-Novo cases before Circuit Court.
2. Court Record hearings in court room.
3. Notary Public.
4. Member of inter-disciplinary team.
5. Performs courtesy investigations as requested for other county and/or State governments.
6. Performs counseling functions in an attempt to resolve issues of dispute regarding custody, visitation and support.
7. Prepares a recommendation as to placement of child custody.
8. Direction of interns from Ferris State, MCC, etc.
9. Inspection of home environments.
10. Substitute at regional meetings for the Friend of the Court.
11. Teacher of adult divorce class.
12. Calculation of child support and alimony.
13. Networks with various agencies (i.e. Protective Services, Mental Health).

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This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Bachelor's degree in counseling, social work, psychology or related area.
Prefer MSW or related advanced degree.

Experience: One year of casework experience, preferably dealing with family counseling.
Prefer familiarity with domestic relations law.

Other Requirements:

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 and other locations in order to conduct interviews and gather information.

Ability to access the court.

Ability to access office files.

Working Conditions:

Works in office setting.