

**Third Judicial Circuit of Michigan
Office of Human Resources**

Classification Code: 0600-0022

Date Issued: 11/02/2016

Title: FORENSIC FAMILY CLINICIAN

SUMMARY:

Under the supervision of the unit supervisor, this position, assists the Court in resolving domestic relations disputes by providing psycho-social assessments and/or mediation services; provides families involved in domestic relations disputes with alternative dispute resolution and evaluations concerning child support, custody, parenting time, and other family issues in accordance with State and Federal law; provides assistance, psychotherapeutic services, and assessment services to consumer population including children, families, and adults involved with the Court; and serves the Court in a capacity that provides assistance to jurists. Employees in this title are expected to maintain a professional appearance and demeanor.

ESSENTIAL FUNCTIONS:

- Develops and provides evaluative services to jurists through parental involvement, assessments/mediation, and collateral contacts.
- Provides strength-based treatment planning and therapy services via home-based or outpatient therapy, including case management, individual, family and group therapy.
- Supervises graduate level students (interns) as necessary; and serves as an administrative backup to the unit supervisor.
- Assists with planning, development, and the implementation of programs and procedures.
- Provides recommendations to the Court regarding child support, and the custody, change of domicile, and parenting time of children.
- Provides families with referrals and expert advocacy in all areas of need, by attending Individual Education Planning Committee (IEPC) meetings, expulsion hearings and Department of Health and Human Services (DHHS) hearings/meetings.
- Ensures that documentation requirements of case activities are met by maintaining current case and statistical records, including as applicable complying with all Court, Clinic, Community Mental Health, Medicaid and Commission on Accreditation of Rehabilitation Facilities (CARF) standards.
- Generates documents and correspondence, including composition, proofreading, and checking work for accuracy.
- Provides the Court with reports, written assessments, evaluations, signed agreements and expert testimony, on all cases where a youth is found not competent or not responsible, or youth is receiving treatment services.
- Selects, administers, and interprets psychological tests to be incorporated into written assessments.
- Facilitates Family Assessment, Mediation and Education Programs or Parent Resource Training (Trauma Focused-Cognitive Behavioral Therapy Model) by presenting educational information to litigants/consumers and community agencies.
- Performs other duties as assigned.

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QUALIFICATIONS:

- Master's degree or higher in Psychology, Social Work, Counseling, or Marriage and Family Counseling, from an accredited college or university.
- Two (2) years of post-graduate experience providing therapeutic services assessments and/or mediation services for children and families (may include legal conflicts regarding child custody and/or parenting time).
- Must possess (at time of application) and maintain a valid Michigan driver's license, no fault insurance and access to a vehicle to use in the performance of assigned duties.
- Proficient using the MS Office Suite and relevant software and systems.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to apply general rules to specific problems to produce positive results.
- Ability to ask and answer questions and to explain Court procedures to internal and external customers in a courteous and professional manner.
- Ability to communicate information and ideas effectively, both verbally and in writing, so that others can understand.
- Ability to deal calmly and effectively in high stress situations.
- Ability to establish and maintain effective working relationships with coworkers, employees, officials and external contacts.
- Ability to identify and understand the speech of another person.
- Ability to interact with those from various backgrounds; to understand the speech of another person.
- Ability to meet and interact with the public and deal courteously and effectively with their questions or problems, seeking assistance when needed.
- Ability to operate office equipment.
- Ability to perform psychological testing concerning children, adolescents, and adults.
- Ability to understand and carry out verbal and written instructions and to request clarification when needed.
- Ability to use logic and reasoning to identify strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Broad knowledge of community resources.
- Excellent interpersonal, written, and verbal communication skills; ability to interact with clients from various backgrounds, the Court, law enforcement authorities, and other stakeholders and to understand the speech of another person.
- Excellent written communication skills for preparing reports and recommendations.
- Skill in managing one's own time, as well as the ability to meet deadlines.
- Working knowledge of Court processes and procedures.

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WORK ENVIRONMENT:

- Normally a typical customer service office environment with minimal exposure to excessive noise.
- Some assignments must be performed in a field environment and/or detention facility.
- Employees in this title may encounter individuals who may be under duress.

PHYSICAL REQUIREMENTS:

- Sitting at desk for long periods of time to perform job functions.
- Ability to read, write and interpret written documents.
- Use hands to manipulate, handle, feel, and control items or equipment.
- Walk, bend, reach, stand and sit.
- Talk, hear, and communicate with clients, co-workers, and others.
- Ability to operate a motor vehicle.

LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:

- Candidates considered for placement in this job title will be subject to a criminal background investigation and subsequent fingerprinting every five years.
- Current Michigan Licensed Psychologist (LP), or Limited Licensed Psychologist (LLP), or Licensed Master Social Worker (LMSW), or Limited Licensed Master Social Worker (LLMSW), or Licensed Professional Counselor (LPC), or Limited Licensed Professional Counselor (LLPC), all of which must be in good standing.
- In certain assignments, the candidate must be qualified as a mediator under MCR 3.216 or become qualified as a mediator under MCR 3.216 within six (6) months of assignment.
- Must possess (at time of application) and maintain a valid Michigan driver's license, no fault insurance and access to a vehicle to use in the performance of assigned duties.

The above statements describe the general nature and level of work performed by employees assigned to the title. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.

NOTES:

11/2/2016 Title Created
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