



## ***KENT COUNTY EMPLOYMENT OPPORTUNITY***

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Kent County Human Resources Department, County Administration Building,  
300 Monroe Avenue NW, Grand Rapids, MI 49503

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[www.accesskent.com/jobs](http://www.accesskent.com/jobs)

**Casework Supervisor  
Friend of the Court  
82 Ionia NW  
\$67,416-\$74,059**

### ***Job Responsibilities***

The successful candidate will supervise of the Court staff who provide professional investigative services regarding child support, child custody, parenting time, conduct domestic relations mediations, and enforce court-ordered parenting time, as well as other Friend of the Court services. This individual will design, implement and assess new and current practices and procedures to ensure the proper flow of cases through FOC in a high-volume environment. This individual is responsible for remaining up to date on court rules and statutes that impact the department, planning and implementing any changes necessary to remain in compliance. Effective communication is essential in preparing written documents, working with staff, attorneys, judges and parents and collaborating with other agencies. Will provide guidance and training for staff, as well as assist with difficult cases.

### ***Job Requirements***

Bachelor's degree in the Criminal Justice, Human Services or related field combined with four years' experience as a social or other case worker. Must possess a thorough working knowledge of social casework principles, practices and applied casework techniques, combined with knowledge of the criminal justice system, court procedures and protocols, domestic relations law and the Michigan Child Support Formula Manual. Must be able to interact positively with clients from a wide range of cultural and socio-economic backgrounds.

JD, MPA, MSW, or master's degree in criminal justice or human services field as well as previous supervisory experience in a Friend of the Court and/or Family Court desired. Knowledge of the Michigan Child Support Enforcement System (MiCSES) preferred.

Apply through [www.accesskent.com/jobs](http://www.accesskent.com/jobs).