



PLEASE POST

**THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT**

POSITION POSTED: Clinical Case Manager-Probation Officer
SALARY RANGE: \$37,300.00
DATE POSTED: December 15, 2017 – Until Filled

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications.

A PERSON MAY NOT PARTICIPATE IN AN OPEN COMPETITIVE EXAMINATION FOR THE SAME TITLE UNTIL NINETY (90) DAYS HAVE PASSED SINCE THEY LAST TOOK THE EXAMINATION.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in Social Work, Counseling or Psychology. Ability to be credentialed as a Child Mental Health Professional.
2. One (1) year of Case Management experience.
3. Excellent interpersonal and verbal communications skills for dealing with youth, parents, the Court, police, and school authorities.
4. Must possess and maintain Michigan licensure as one of the following: Licensed Bachelor of Social Work (LBSW), Limited Licensed Master of Social Work (LLMSW), Licensed Master of Social Work (LMSW), Temporary Limited Licensed Psychologist (TLLP), Limited Licensed Psychologist (LLP), Limited Licensed Professional Counselor (LLPC), Licensed Professional Counselor (LPC).

DESCRIPTION OF WORK:

Under the supervision of the Unit Supervisor, this position provides probation/case management services to youth. This position is responsible for performing work in compliance with laws, court rules, policies and procedures, and has no supervisory responsibilities.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.

SELECTION: Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. Applicants who achieve a passing score on each portion of the examination process shall be placed on the eligibility list.

NOTE: Information provided on application forms and subsequent verification thereof may be used to determine applicant's qualifications for this position. **Incomplete or illegible applications will not be considered. Faxed or emailed applications are not acceptable. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX-70% MIN)

Evaluation of Training, Experience & Personal Qualifications	Pass/Fail
Written Examination	50%
Interview	50%

APPLICANTS MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.

APPLICATION PROCEDURE AND DEADLINE:

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement.** **APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED FROM THE FOLLOWING WEBSITE www.3rdcc.org. A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION.** An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

CANDIDATES CONSIDERED FOR PLACEMENT IN THIS JOB TITLE WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****

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

Classification Code: 0600-0023

Date Issued: 03/23/2017

**TITLE: CLINICAL CASE MANAGER
PROBATION OFFICER**

SUMMARY:

Under the supervision of the Unit Supervisor, this position provides probation/case management services to youth. This position is responsible for performing work in compliance with laws, court rules, policies and procedures, and has no supervisory responsibilities. Employees in this title are expected to maintain a professional appearance and demeanor.

ESSENTIAL FUNCTIONS:

- Assesses the needs of the youth and family by completing a comprehensive case management assessment and plan of service with the youth and family.
- Supports child and family in reaching goals and measurable objectives of the plan by linking and coordinating services, monitoring, reassessing and follow-up.
- Documents consumer contacts in all required written reports.
- Assists the Court in the disposition of cases by providing written reports, recommendations and oral testimony.
- Improves personal development and the delivery of services through active participation in staff training, team meetings, supervision and conferences.
- Ensures the delivery of services to clients in the office and the field by maintaining a flexible work schedule.
- Complies with all Court, Clinic, CMH, Medicaid, and CARF standard.
- Prepares statistical reports to ensure management's ability to track and assess work volume and workload equity.
- Assesses the sufficiency of submitted paperwork. Reviews databases for information regarding filings with the Court.
- Ensures that cases are processed in a timely manner.
- Informs management of relevant issues and problems.
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree from an accredited college or university in Social Work, Counseling or Psychology. Ability to be credentialed as a Child Mental Health Professional.
- One (1) year of Case Management experience.
- Experience using 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 be firm, while having a supportive attitude, when dealing with youth.
- 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 while exercising good judgment.

**Third Judicial Circuit of Michigan
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**TITLE: CLINICAL CASE MANAGER
PROBATION OFFICER**

KNOWLEDGE, SKILLS AND ABILITIES: (continued)

- Ability to establish and maintain effective working relationships with coworkers, employees, officials and external contacts.
- Ability to meet and interact with the public and deal tactfully, courteously and effectively with their questions or problems, seeking assistance when needed.
- Ability to operate office equipment.
- 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.
- Excellent interpersonal and verbal communication skills for dealing with youth, parents, the Court, police and school authorities.
- Excellent written communication skills for preparing reports and recommendations.
- Knowledge of community resources.
- Skill in applying various statutes and implementing regulations.
- Skill in managing one's own time, as well as the ability to meet deadlines.
- Working knowledge of Court processes and procedures.

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 Ability to operate a motor vehicle, hear, and communicate with clients, co-workers, and others.
- Ability to operate a motor vehicle

LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:

- Must possess and maintain Michigan licensure as one of the following:
 - Licensed Bachelor of Social Work (LBSW)
 - Limited Licensed Master of Social Work (LLMSW)
 - Licensed Master of Social Work (LMSW)
 - Temporary Limited Licensed Psychologist (TLLP)
 - Limited Licensed Psychologist (LLP)
 - Limited Licensed Professional Counselor (LLPC)
 - Licensed Professional Counselor (LPC)
- 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.

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TITLE: CLINICAL CASE MANAGER
PROBATION OFFICER

LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS: (continued)

- Candidates considered for placement in this job title will be subject to a criminal background investigation and subsequent fingerprinting every five years.
- Employees in this job title will be required to perform work assignments in the field.
- Some assignments must be performed in a field environment and/or detention facility.

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:

06/20/2012	Updated for formatting; revision of qualifications
11/17/2014	Updated for content; summary and license requirements
03/23/2017	Updated for Content. (Replaces the Probation Officer and Case Manager Job Descriptions).
06/02/2017	Updated for content and format.