



PLEASE POST

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

POSITION POSTED: Forensic Family Clinician
SALARY RANGE: \$44,913.00 - \$61,448.00
DATE POSTED: September 10, 2018 – Until Filled

NOTE: Individuals hired in this job title will start at the minimum salary rate.

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 HAS EXPIRED SINCE THE LAST EXAMINATION FOR THE TITLE.

MINIMUM QUALIFICATIONS:

- Master’s Degree or higher in Psychology, Social Work, Counseling, or Marriage and Family Counseling, from an accredited college or university.
- A minimum of two 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).
- 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.
- Positions for which assessment and/or testing duties are performed may only be filled by those who possess a Master’s degree in Psychology.

DESCRIPTION OF WORK:

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.

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: 0600-0022

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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Classification Code: 0600-0022

Date Issued: 11/02/2016

Title: FORENSIC FAMILY CLINICIAN

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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Title: FORENSIC FAMILY CLINICIAN

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
08/14/2017 Updated for content and format