



Position Available

Foster Care Review Board Program Representative (Temporary, Part-Time) Child Welfare Services, State Court Administrative Office

Child Welfare Services division of the State Court Administrative Office (SCAO) is looking for qualified candidates for the position of Temporary Part-Time Foster Care Review Board (FCRB) Program Representative. The FCRB conducts third-party review of cases of children in the Michigan foster care system and hears foster parent appeals using trained citizen volunteers. Established by the legislature, and placed under the administrative supervision of the State Court Administrative Office, the FCRB assists the local courts and child placing agencies in their efforts to ensure the safety, well-being and timely permanency for the children in cases reviewed. The FCRB also assists the state in identifying critical needs within the system and provides informed recommendations for meeting those needs.

This is a temporary part-time position that will work up to 24 hours per week for a 6-month period, with the potential for extension. Essential duties and responsibilities include, but are not limited to the following:

- Facilitate foster parent appeal meetings. Review case documents and facilitate board member discussions to reach consensus. Complete and distribute written report of board findings and recommendations within statutory timeframes;
- Provide child welfare subject matter expertise and consultation to the board members.
- Collect data on foster parent appeals; Prepare data reports and statistics as needed.
- Ensure confidentiality agreements are signed at each foster parent appeal meeting to safeguard confidential case information.

EDUCATION

- Bachelor's degree in social work, legal, or related human services field.

EXPERIENCE

- Two years in a social services or related area dealing with child welfare issues.

KNOWLEDGE

- Social or human services, such as child welfare or foster care. Familiarity with foster care laws, court rules, and policies preferred.

ABILITY

- Lead volunteer teams effectively and provide appropriate consultation and follow-up;
- Manage multiple projects and meet statutory deadlines;
- Extensive travel between southeast and southwest Michigan required.

WORK LOCATION: This Program Representative position works remotely. The State Court Administrative Office reimburses for mileage.

TO APPLY: Please e-mail your cover letter and resume in Word or Adobe.pdf format to jobapps@courts.mi.gov and include "Temp PT FCRB Program Rep" in the subject line. If you are unable to e-mail applicant materials, you may send them to: Judicial Human Resources, Attn: Temp PT FCRB Program Rep, P.O. Box 30052, Lansing, MI 48909.

APPLICANT DEADLINE: OPEN UNTIL FILLED
AN EQUAL OPPORTUNITY EMPLOYER