

November 8, 2018

There is a job vacancy with the **BAY COUNTY PROBATE COURT/JUVENILE DIVISION.**

JOB TITLE: YOUTH & FAMILY COUNSELOR

PAY RANGE: \$44,948.80 per year entry, progressing to \$52,603.20 per year after 3 years (PU06)

This is a full-time position with benefits as provided for within the United Steelworkers Probate Court Union (although Union membership is voluntary). Lucrative Benefit Package including but not limited to: paid sick leave, paid vacation, 13 paid holidays annually, premium health plan with wellness center enhancements, wellness incentives, employer funded defined benefit retirement, flexible spending, employer paid life insurance, employer paid short term disability insurance.

General Summary: This position reports to the Deputy Court Administrator of the Probate/Juvenile Court and provides counseling, crisis intervention and family support services to youth and their families involved in the court system. Counseling is based on the youth's needs with focus on the family unit. Services are provided in the office and in the community.

Essential Functions:

1. Provides assessments of needs, strengths and goals of youth and families including those at moderate or high risk of out-of-home placement, are returning home from out-of-home placement and/or are involved in the drug courts.
2. Collaborates with youth, family members and referring staff in developing individualized treatment goals. Reviews these plans on a regular basis to manage goals if changing.
3. Determines whether youth and/or their families would benefit from referral to other professionals or specialists. Provides referrals as appropriate and follows up, including referrals for aftercare. Develops and implements individualized treatment plans addressing youth's mental health and/or family relationship problems. Conducts periodic reviews of the plan and revises as necessary to assure that the needs of the youth and/or family are reflected in the individual plan of service.
4. Provides evidence-based therapeutic interventions and motivation enhancement strategies to youth and/or their families to facilitate behavioral change.
5. Provides family counseling to youth who are at moderate or high risk of out-of-home placement, are returning home from out-of-home placement, and/or involved in Family and/or Juvenile Drug Court programs.
6. May provide couples counseling within the family unit as part of the family counseling treatment plan.
7. Develops and maintains an ethical and positive working relationship with youth and family members, including sensitivity to cultural differences.
8. Provides crisis intervention services as needed.
9. Collaborates and advocates with various community resources and systems, while teaching family members to advocate for themselves.
10. Maintains case files that include a clinical record of all client contact, assessments, activities, recommendations and termination from services.
11. Exercises discretion and maintains client confidentiality.
12. Participates in all required counselor/staff training.

13. Stays current on best practices and evidence-based therapeutic interventions by participating in continuing education as needed.
14. Supports youth and families who are participants in drug court programs through regular attendance. Attends other court hearings as necessary and provides recommendations to assist the court.
15. Serves as a mental health and family counseling resource to other staff members as needed.
16. Represents the court in community meetings and/or inter-agency teams as directed.
17. Based on funding, required to maintain weekly face to face contact with clients.
18. The Youth and Family Counselor will complete other duties as assigned.

The above statements are intended to describe the general nature of work performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties.

Qualifications:

- Education: Master's degree in Counseling, Social Work, Psychology or closely related field with licensure appropriate to field of study.
- Experience: The position requires at least one (1) year of post-degree experience in the human service field including professional clinical experience in family therapy and adolescent mental health.
- Must complete the internal Search Procedure Training with a member of the Bay County Sheriff Department.
- Valid Michigan Driver's License.
- Must complete the Michigan Judicial Certification Training for Juvenile Court Staff within two years after date of employment.

Physical Requirements:

- Ability to sit most of the time and being mobile or standing for brief periods of time.
- Ability to move objects according to the following weight and frequency: generally up to 10 pounds of force from zero amount of time up to one-third of the time.
- Must perform essential functions of the job with or without reasonable accommodations.

Other Knowledge, Skills & Abilities desired:

- Ability to conduct assessments, write treatment plans and maintain records.
- Must be organized and demonstrate the ability to exercise tact and discretion when dealing with clients, site personnel, business organizations and the general public.
- Possess a working knowledge of the juvenile justice system, family and juvenile drug court programs, juvenile law and overall children/adolescent service programs.

APPLICATION PROCEDURE: Please submit a resume & cover letter by November 21, 2018 to:

**Britney Reed
Deputy Court Administrator
1230 Washington Avenue, Suite 715
Bay City, MI 48708
reedb@baycounty.net**

Bay County is an Equal Opportunity Employer

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."