

# **FAMILY SERVICES COORDINATOR - FAMILY COURT Tompkins County**

**Department:** Department of Social Services

**Classification:** Competitive

**Labor Grade:** 15

**Approved:** 0

## **MINIMUM QUALIFICATIONS: EITHER:**

- (a) Graduation from a regionally accredited or New York State registered college or university with a Masters Degree in the field of Social Work **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in social work with a public or private social agency adhering to acceptable standards; **OR**
- (b) Graduation from a regionally accredited or New York State registered four-year college or university with a Bachelors Degree in a social work or a related field **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in social casework with a public or private social agency adhering to acceptable standards; **OR**
- (c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

## **DISTINGUISHING FEATURES OF THE CLASS:**

This is professional social work position involving the determination and recommendation for the need for mediation service and the formulation and carrying out of strength-based family case plans to meet the individual challenges of custody cases in Family Court. The position provides strength-based case management for complex custody cases and situations. The work is performed under the general supervision of the Tompkins County Family Court Judges. Supervision may be exercised over the work of subordinate staff. The incumbent will perform all related duties as required.

## **TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Using a strength-based approach to interviewing, interviews parents involved in custody cases in Tompkins County Family Court for the purpose of identifying family dynamics;
- Assesses current level of conflict and risk;
- Recommends appropriate level of mediation services necessary to address level of conflict;
- As appropriate and in cooperation with the individual or family formulates family services plans to use available resources;
- Studies the background and need for services securing by information from parents;
- Makes necessary collateral contacts with other agencies as necessary;
- Makes referrals to other agencies when indicated;
- Communicates with Judges and Court Attorneys regarding family case plans and updates on referrals
- Periodically reviews complex cases to determine changes in family situations affecting the need for service;
- Makes rapid assessments regarding child protective issues, domestic violence and provides crisis interventions counseling when appropriate;
- Prepares case summaries as needed;
- Provides counseling to motivate the individual or family to increase their own capacity and confidence in their ability to handle problems;
- Studies the background and need for services for children by securing information from the parents and when appropriate the child;
- Establishes a relationship with individuals and families to persuade them to avail themselves of recommended services;
- Maintains liaison with various individual agencies to which individuals and families can be referred for services;
- Makes assessment of risks for children and makes child protective hotline call as a mandated reporter;
- Provides counseling in a number of areas involving child support; disability benefits, rent subsidies, nutrition services, medical insurance, medical, food stamps, public assistance benefits, financial management and parenting;

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of principles and practices of strength-based social work and social group work;
- Good knowledge of Federal, State, local laws and the Family Court Act;
- Good knowledge of the principles underlying human behavior and growth;
- Working knowledge of the techniques of preparing family-focused social history studies;
- Expertise in interviewing;
- Ability to establish and maintain positive, successful relations with others;
- Ability to interpret the work of the Family Court to the public;
- Ability to develop computer generated reports, computer databases, and computer information tracking systems;
- Good judgment and powers of observation and analysis;
- The employee's physical condition shall be commensurate with the demands of the position.
- Has working knowledge of alternative dispute resolution practices.