

**Allegan County  
48<sup>th</sup> Circuit Court  
Family Division**

**Job Title:** Clinical Coordinator – Family Division

**Reports to:** Director of Family Court Probation

**Summary**

Under the general supervision of the Circuit Court Administrator and the direct supervision of the Director of Family Court Probation, conducts biopsychosocial assessments, substance abuse assessments, and utilizes screening tools to determine areas of strengths and needs. Performs the functions of a therapist both on site at the Family Division of the Circuit Court or in the client's home by providing individual, group and family counseling sessions as assigned. Provides written treatment plans and other reports related to assessments, evaluations and recommendations. Conducts training for court staff related to treatment and therapeutic issues as assigned. Prepares and maintains required documentation, reports, and contact information for all assigned cases.

**Principal Duties & Responsibilities**

- 1) Provides individual, group and family counseling sessions as assigned. Establishes the number of structured sessions, documents youth's progress or regression, identifies and defines treatment goals and outcomes.
- 2) Evaluates youth for self-harm potential and provides recommendations for interventions, safety plans, and treatment.
- 3) Consults with Family Court staff and other professionals in diagnosing problems, formulating treatment plans and evaluating progress of assigned youth.
- 4) Manages treatment plans for assigned youth and develops and monitors aftercare programs.
- 5) Provide monitoring and follow-up services to youth and families in the community phase of the treatment program to ensure coordination of any community-based services.
- 6) Completes court ordered assessments, including substance abuse and biopsychosocial assessments of youth as assigned. Provides written treatment plans and other reports related to assessments, evaluations or recommendations.
- 7) Participates in meetings to review and improve therapeutic techniques and treatment modalities to ensure Family Court community-based services are relevant and effective.
- 8) Facilitates meetings between child neglect wards and attorney guardian-ad-litem in order to facilitate compliance with statute and increased permanency for the child.
- 9) Conducts training for Family Court staff related to evidence-based "best practices" for treatment and court supervision.
- 10) Attends training seminars, continuing education courses and workshops in order to maintain current Michigan licensure, in good standing.

## Other Duties of the Job

Consults with foster parents, court staff, treatment program staff and others involved in providing services to youth. Provides input and recommendations regarding progress in and the appropriateness of treatment plans.

Provides regular updates to probation officers regarding client progress in services and prepares court reports for any scheduled hearing.

Attends staff trainings, staff meetings, and family and team meetings involving the assigned juvenile client.

Monitors progress in treatment planning and provides recommendations regarding ongoing treatment and alternative community-based services. Makes referrals for the juvenile and family regarding appropriate community-based services.

Performs other duties in the court as assigned as required.

*The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by a person in this position.*

## Qualifications

**Education:** Master's degree in Social Work (MSW), Counseling, Psychology, or related field from an accredited university. It is preferred that Master's degree programming focus on either substance abuse-related counseling and/or child and family counseling, including at least 6 hours of face-to-face ethics related courses.

**Experience:** At least one (1) year experience in providing therapy to diverse populations. Strong clinical assessment and diagnostic skills. Excellent verbal and written communication skills. Ability to work independently or as part of a team.

**Certification/Licensure:** Possess a valid Master of Social Work License (LMSW) and be in good standing, or current licensure as a Mental Health Therapist (LPC, LMFT, LCSW, or equivalent) in Michigan. Will also consider LLPC.

*The duties, responsibilities, and qualifications above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.*