



GENESEE COUNTY
— M I C H I G A N —

SOCIAL SERVICE WORKER- PROSECUTOR'S OFFICE
(PROSECUTING ATTORNEY VICTIM ADVOCATE)

POSITION CLASS:

PCOA

HIRING AUTHORITY:

Prosecutor's Office

JOB SUMMARY:

Performs professional casework duties in any one of a number of social or casework fields; provides victims of violent, assault crimes and/or victim's family members with information regarding their rights pursuant to Michigan Crime Victims Act; provides assistance to clients through case management of cases within the Criminal Justice system; makes referrals to community agencies upon request; works under supervision; performs related duties as required.

ESSENTIAL JOB DUTIES AND FUNCTIONS:

- Conducts detailed sociological and economic investigations of adults and/or juveniles as ordered by the Court;
- Conducts interviews with appropriate parties as required;
- Writes case histories and/or casework studies and makes recommendations;
- Counsel's adults and/or juveniles as directed;
- Recommends appropriate payments where required;
- Investigates facilities to determine if they meet county standards;
- Prepares legal petitions as required;
- Makes referrals to community agencies as required;
- Serves as liaison with other agencies;
- Implements programs as required in the specific department;
- Transports clients;
- Testifies in court as needed;
- Coordinates activities of volunteers and/or interns;
- Provides information to the public as required;
- Maintains a variety of casework records and prepares special and periodic reports as required;
- Assists in the organization and operation of specialty courts.

The above statement of Essential Job Duties and Functions is intended to be sufficient to identify the class and be illustrative of the many duties that may be assigned. It should not be interpreted to describe all the duties an employee assigned to this class may be required to perform.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

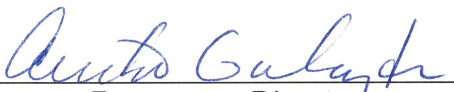
- Good knowledge of current social, economic and health problems;
- Good knowledge of the philosophy and provisions underlying social service legislation of the State of Michigan;
- Ability and desire to work with people of all social strata and the capacity to do so with tolerance, sympathy and objectivity;
- Ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion;
- Ability to appreciate the desires, needs and rights of others;
- Ability to understand and interpret regulations and laws;
- Ability to present information both verbally and in writing;
- Ability to communicate;
- Ability to read and comprehend written material;
- Ability to counsel;
- Ability to maintain good interpersonal relationships;
- Ability to attend work regularly and work under stressful conditions;
- Ability to use various computer programs.
- Ability to work independently, collaboratively, and respectfully in a complex, multicultural work environment that values diversity, equity and inclusion.

MINIMUM QUALIFICATIONS:

Bachelor's degree **-AND-** one (1) year of experience in probation, law enforcement, corrections, guidance and counseling, substance abuse services, pre-trial services, family counseling, vocational counseling or social work.

PHYSICAL REQUIREMENTS:

- Must be able to perform Essential Job Duties and Functions with or without reasonable accommodations.


Human Resources Director

Established: June 27, 1984
Revised: December 17, 2019
August 30, 2021
July 11, 2022
August 18, 2022
November 30, 2023