

**Class Definition:**

This class is accountable for independently performing a range of family plan development, assessment and case management services relative to children's matters in Regional Children's Probate Courts.

**Guidelines for Class Use:**

Assignment of Probate Court Officers will be made only in the Regional Children's Probate Courts.

**Supervision Received:**

Works under the general supervision of the Administrative Judge of the Regional Children's court. Receives clinical supervision from the probate court administration Manager of Mental Health and Family programs. Reports to the chief clerk for administrative and attendance purposes.

**Supervision Exercised:**

May supervise interns as assigned.

**Examples of Duties:**

Performs or may perform the following duties at the direction of the Judge: Conducts conferences with parents, family members and attorneys, and utilizes negotiation skills to facilitate settlement of cases before hearing; develops agreements between the parties which provide for the best interests of the child and are judicially acceptable; coordinates with Department of Children and Families, private and court-appointed counsel, and other related persons and agencies; acts as a liaison between the court and families, professional associates, social welfare agencies, and attorneys regarding case issues; assists with providing referrals and resources for services to children and families; confers with the administrative judge to discuss case status, court policies and procedures; prepares recommendations for the consideration of the Judge; reviews and evaluates court files for completeness; monitors case for compliance with court expectations; prepares family case plans and monthly progress notes for court review; attends court hearings; prepares statistical and administrative reports and correspondence; provides interpreting services; provides for the translation of documents; performs related duties as required.

**Minimum Qualification Required:**

**Knowledge, Skill and Ability:**

Considerable knowledge of family dynamics and child development; considerable knowledge of the social, cultural, economic psychological and legal issues influencing the attitudes and behaviors of clients and their families; considerable knowledge of relevant state and federal laws; statutes and regulations pertaining to Department of Children and Families; considerable knowledge of relevant agency policies and procedures;

considerable knowledge of and ability to utilize multi-party negotiation skills; interpersonal skills; oral and written communication skills; computer skills; considerable ability to relate to different cultural and economic backgrounds.

**Experience and Training:**

**General Experience:**

A Bachelor's degree in the social sciences or a related field and three years of professional experience in social work, counseling or human services related to child welfare or child development.

A Master's degree in the social sciences or a related field is preferred.

**Substitutions Allowed:**

A Master's degree in the social sciences or a related field or a J.D. may be substituted for one year of general experience.

**Special Requirements:**

Incumbents may be required to travel in the course of their daily work.

DRAFT  
REVISED August 27, 2010