Erie County Assigned Counsel Program

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| **Job Title:** | Family Court Social Worker | | | **Job Category:** |  |
| **Department/Group:** | Family Court Division ACP | | | **Job Code/ Req#:** |  |
| **Directly Reports to:** | Yvonne A. Vertlieb, Esq. | | | **Supervises:** | N/A |
| **Location:** | 403 Main Street, Suite 215  Buffalo, NY 14203 | | | **Travel Required:** | Some travel possible |
| **Level/Salary Range:** | $60,000 | - |  | **Position Type:** | Full Time |
| **Job Description** | |  | | |
| * Work with Family Court panel members to coordinate services for Family Court clients particularly with custody, family offense/Domestic Violence matters and with some child welfare cases. * Work directly with clients at the direction of the attorney in an interdisciplinary fashion. * Obtain releases from the client in order to obtain information from service providers on the client/attorney's behalf. * Aid clients in the areas of mental health treatment, substance abuse treatment, housing, transportation, and any other issue as may arise in an attempt to successfully effect the disposition of a Family Court matter in favor of the client. * Provide regular written reports to the client's attorneys for their use in Court. * Do home studies where appropriate; * Work on FCA Article 6 & 8 matters, but may at the discretion of the Family Court Deputy be assigned to other Family Court matters as well. * Maintain a high caseload of clients to ensure appropriate services and referrals to places, which not only ensure best outcomes for clients, but comply with Court expectations. * Maintain best practice and uses evidence based practices to empower clients. * Abide by the **NASW** Code of Ethics. * Maintain weekly case notes and keeps track of the number of services performed with clients on a weekly basis through an electronic platform.   **QUALIFICATIONS AND EDUCATION REQUIREMENTS**   * The candidate for this position must be a Licensed Masters Social Worker with a degree from an accredited university. * The candidate must maintain licensure throughout their time at the Assigned Counsel Program. * The candidate must have at least one year experience in custody and family offense/Domestic Violence related work.   **PREFERRED SKILLS**   * The candidate for this position must absolutely be a self starter with an ability to formulate creative solutions to the problems that are endemic in child welfare and other Family Court matters. * The candidate for this position must also have an excellent working knowledge of local service agencies, providers and programs. * The candidate must work to seek out such new resources as may become available in an effort to best support the client to success. | | | | | |

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| * The candidate will work directly and personally with the clientele including making phone calls on the client's behalf and/or accompanying the client to appointments where necessary. * The candidate must demonstrate a commitment to working with the indigent. * Experience in custody, family offenses, and child welfare matters greatly preferred. * The position requires excellent skills in Microsoft Word, Microsoft Excel, and Microsoft Outlook. * The candidate must also have excellent communication and writing skills. * Bilingual and applicants that speak multiple languages are highly encouraged to apply.   **ADDITIONAL NOTES**   * This position will be located primarily at the Erie County Family Court building, to provide support for clients and particularly with DV cases. * The ACP program is seeking a dynamic driven individual who seeks to set the standard for interdisciplinary representation of the indigent in Erie County Family Court.   The Assigned Counsel Program is an Equal Opportunity Employer. | | | |
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| Reviewed By: | Name | Date: | Date |
| Approved By: | Name | .,  Date: | Date |
| Last Updated By: | Name | Date/Time: | Date/Time |

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