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 215Buffalo, 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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