



Erie County Assigned Counsel Program

Job Title:	Family Court Social Worker	Job Category:	Exempt
Department/Group:	Family Court Division ACP	Job Code/ Req#:	Job Code/ Req#
Directly Reports to:	Social Work Director	Supervises:	N/A
Location:	Office, Family Court, local community.	Travel Required:	Some travel possible
Level/Salary Range:	\$65,000-\$75,000	Position Type:	Full-time
Job Description			
ROLE AND RESPONSIBILITIES • Work in in a holistic inter-disciplinary fashion with the Attorney of the Day (AOD) in a fast-paced crisis driven practice for FCA Art 8 matters (Family Offenses) in Erie County Family Court. • Extremely knowledgeable in all available local critical services and programs; (including but not limited to mental health, housing resources, transportation, and substance abuse). • Interview clients as requested by the AOD and obtain the RFS for the AOD. • Conference with the AOD to strategize any appropriate remedies for the issues which have brought the client to Family Court. • Facilitate referrals to appropriate critical services and/or programs as required by the nature of the case. • Respond to emergency situations/ crisis by conducting rapid risk assessments and developing safety plans to ensure client wellbeing. • Obtain client release forms to access information from service providers on behalf of the client and their attorney. • Prepare and provide timely updates, document client progress, maintain best practices, and apply evidence-based practices to promote client empowerment. • Aid clients in the areas of mental health treatment, substance abuse treatment, housing, transportation, and any other issue as may arise to successfully effect the disposition of a Family Court matter in favor of the client. • Where requested complete a comprehensive assessment with the client to identify needs and barriers to facilitate a positive outcome. • Fully participate in the exchange of information with the attorney to benefit the client. • Be able to multitask in a fast-paced environment to ensure appropriate services and referrals are made for a significant number of clients on a daily basis. • Abide by the NASW Code of Ethics. • Maintain weekly case notes and keep track of the number of services performed with clients on a weekly basis through an electronic platform. • Perform such other duties as required by the Second Deputy or the Social			

Work Director

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.
- Excellent skills in Microsoft Word, Excel, and Outlook are required.

PREFERRED SKILLS

- The candidate must possess or obtain an intimate knowledge of the process of Family Court including the Youth Part.
- The candidate must possess or obtain an intimate knowledge of the services provided by other legal agencies serving indigent clients including CELJ, LAB, and NLS to provide such referrals as may be warranted.
- 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 domestic violence cases 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 to best support the client to success.
- The candidate will work directly and personally with the clientele, including making phone calls on the client's behalf or assisting in filling out such applications or other paperwork as necessary.
- The candidate must demonstrate a commitment to working with the indigent.
- Experience in custody, family offenses, and child welfare matters are greatly preferred.
- The candidate must also have excellent communication and writing skills.
- Bilingual and applicants that speak multiple languages are highly encouraged to apply.

ADDITIONAL NOTES

- Successful candidates will perform their duties under attorney/client privilege and will not relay confidential information to any other party or entity without client consent.
- 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 seeks 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.

Reviewed By:	Yvonne Vertlieb /Holly Edwards, LMSW	Date:	8/31/26
Approved By:	Michael M Mohun	Date:	8/31/26
Last Updated By:	Yvonne Vertlieb /Holly Edwards, LMSW	Date/Time:	8/31/26