



CHILD CUSTODY RECOMMENDING COUNSELOR

Salary: \$74,769 – \$90,882

Full-time (40 hours per week)

Full Benefit Package

Announced: February 9, 2023/rev. 3/23

Final Filing Date: UNTIL FILLED

POSITION SUMMARY

Under general supervision, provides professional child custody recommending counseling services related to family law matters or juvenile court matters, including child custody/visitation and premarital assessments to individuals and families referred by the Superior Court; performs safety risk assessments; writes detailed reports and makes recommendations on custody, parenting plans and interventions needed based on assessments in family law matters or mediated agreements in juvenile court matters; and performs related duties as assigned.

CLASS CHARACTERISTICS

A Child Custody Recommending Counselor may perform qualified licensed counseling/mediation within Family Court Services. Duties and responsibilities are carried out with considerable independence within a framework of established policies and procedures.

Employees in this class report to the Family Law Facilitator.

ESSENTIAL DUTIES

1. Conducts child custody recommending counseling sessions and mediation services to resolve child custody and/or visitation disputes and to assist parties in formulating parenting plans; interviews in person and over the phone parents, guardians, grandparents, minors, and other case-related persons (i.e., school officials, law enforcement personnel, social service personnel).
2. Provides crisis intervention and short-term counseling services to families and individuals experiencing family relationship difficulties by using individual and group counseling techniques.
3. Completes risk assessments for domestic violence, child abuse or other safety, health or welfare concerns that may affect family members' safety; addresses problems identified and refers parties to community agencies for long-term counseling as necessary.
4. Examines court case files, documentation obtained from collateral sources such as child welfare history, information from social workers and therapists, educational records and court computer information systems to obtain pertinent data for assessment.
5. Obtains, reviews and evaluates medical and mental health records and other pertinent medical information; may recommend for psychiatric or psychological evaluations.
6. Prepares parenting plans or detailed court reports with summary of issues, information obtained during counseling sessions and investigations, and recommendations that integrate an understanding of the laws relevant to family law; develops custody and visitation agreements; may be required to testify in court regarding same.
7. May supervise one or more interns working at Family Court Services.
8. May speak before community groups to further community acceptance of the program.
9. Presents oral and written reports and recommendations to the court; maintains case documentation, prepares reports and writes routine correspondence; attends and participates in case management meetings and presentations.
10. Develops materials for community education and orientation including program brochures, literature and videos; conducts orientation meetings to explain the program to the public.
11. Collects and compiles statistical workload reports; attends meetings, trainings and conferences; may

- represent the section/department with other divisions, departments and public agencies.
12. Other duties as assigned.

When assigned to Juvenile Dependency Mediation

1. Provides confidential mediation services to resolve jurisdictional or disposition disputes as assigned by the juvenile court judge; facilitates communications between parties in a non-adversarial environment in order to resolve child protection issues; drafts and submits reports outlining mediated agreements; may facilitate and draft Family Law Exit Orders.
2. Provides crisis intervention and short-term counseling services to families and individuals experiencing family relationship difficulties by using individual and group counseling techniques.
3. Performs same essential duties as a Child Custody Recommending Counselor.
4. Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

CFC Sections 1815 & 3164 outlines the desired minimum qualifications as follows: A Master's Degree from an accredited college, university, or program in social work; psychology, marriage, family & child counseling; or other behavior science related to marriage & family relationships; 2 years' experience in counseling or psychotherapy or both, preferably in a family court setting. Additional experience may be substituted for a portion of the education requirements; additional education requirements may be substituted for a portion of the required experience.

Experience in a superior court is desired.

Licenses; Certificates; Special Requirements:

- A valid California Class C driver's license and the ability to maintain insurability under the Court's vehicle insurance program.
- Current State of California license as a Clinical Social Worker (LCSW), Marriage, Family and Child Therapist (LFMT), or Clinical Psychologist is required and must be maintained as a condition of continued employment.

Knowledge of:

- Principles and practices of mental health; mental illness issues and psychiatric diagnoses, symptoms and impairments;
- Methods and techniques of individual and group counseling, conflict resolution, crisis management and mediation;

- Characteristics and signs of abuse, domestic violence and substance abuse;
- Clinical issues relating to family dysfunction and child behavior/development;
- Juvenile delinquency and dependency issues;
- Child development and factors contributing to the development of behavioral issues;
- Governmental and private community resources and referral agencies;
- Relevant legal terminology, court operations and courtroom procedure; courtroom etiquette and conventions;
- Federal, state and local laws, regulations and court decisions applicable to area of assigned responsibility including laws related to child custody, visitation and parental rights;
- Research methods and statistical analysis techniques;
- State regulations pertaining to client confidentiality;
- Court ordinances, codes, procedures and practices regarding computer hardware, software and data security;
- Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation;
- Safety policies and safe work practices applicable to the work.

Ability to:

- Communicate effectively with upset, emotional, mentally disabled or mentally ill children and adults in order to provide accurate evaluations;
- Diffuse conflict, maintain neutrality and gather, assess and discuss relevant information necessary to protect and advocate for children's best interest in emotionally charged and sensitive situations;
- Mediate and facilitate the development of agreements and parenting plans;
- Demonstrate sensitivity to and understanding of individuals with diverse academic, socioeconomic, cultural, ethnic and disability issues;
- Prepare clear, concise and comprehensive studies, reports, correspondence and other written materials;
- Maintain confidentiality of court proceedings, documents and records;
- Understand, interpret, explain and apply applicable laws, ordinances and policies;
- Operate a computer and use standard business and operations support software;
- Represent the Court effectively in interactions and negotiations and dealings with the public, service providers and justice partners;
- Use tact and diplomacy when dealing with sensitive, complex and/or confidential issues and situations;

- Establish and maintain effective working relationships with all those encountered in the course of work.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The physical requirements referenced below, must be met and are encountered by an employee while successfully performing the essential functions of this position. Reasonable accommodations may be made in order to enable individuals with disabilities to perform the essential functions. *See Examination Process section.*

Regularly Required

- Sit at a desk and/or in front of a computer terminal
- Twist and bend neck
- Repetitive hand movement while performing computer data entry as well as writing
- Stand while assisting employees or the public.
- Reach above and below shoulder height
- Grasp, lift and move items weighing up to 10 lbs.
- Push and/or pull drawers of desk and/or file cabinets

Frequently Required

- Kneel, crouch and stoop while retrieving materials from shelves and cabinets
- Tolerate mild exposure to dust
- Grasp, lift and move items weighing up to 25 lbs.

Occasionally Required

- Move items weighing up to 50 lbs.
- Crawl and/or climb while retrieving materials
- Drive to various meeting locations

THE EMPLOYMENT PROCESS – HOW TO APPLY

A completed job application is required. Please include all the information requested in the application; resumes will not be accepted in lieu of an application but may be

included. The recruitment will remain open until the position is filled. Please list all relevant experience and educational background, as incomplete applications will not be considered.

The job announcement and application packet may be obtained in person, or at: Jobs@humboldtcourt.ca.gov, or the Court’s website at: <https://www.humboldt.courts.ca.gov/general-information/employment>.

Application Process: Prospective employees must submit a completed application and any other required documents by 5:00 p.m. on the final filing date (if applicable). Applications will be accepted by mail, e-mail, fax, or delivered in person to the Human Resources office. *Resumes will not be accepted in lieu of an application – please see link to application below:* <https://www.humboldt.courts.ca.gov/sites/default/files/humboldt/default/documents/CourtJobAPPLICATION.pdf>

Examination Process: Applicants meeting minimum qualifications will be required to participate in an examination process. **Accommodation requests:** Applicants with disabilities who require special testing arrangements must complete the Request for Accommodations form: <http://www.courts.ca.gov/documents/mc410.pdf> and submit it to the Human Resources Department prior to testing.

Condition of Employment: Candidates selected are required to pass a LiveScan background test before an official job offer. **Immigration Law:** Prior to employment, applicants will be required to provide proof of identity and authorization to work in the United States.

Driver’s License: For positions requiring the operation of a motor vehicle, candidates referred for a hiring interview may be required to provide a DMV report and meet the Court’s driving standards.

EMPLOYEE BENEFITS

For a comprehensive list of benefit plans, please visit our website at: www.humboldt.courts.ca.gov and refer to the **Employment tab**.

THE COURT RESERVES THE RIGHT TO CLOSE THIS JOB ANNOUNCEMENT, OR TO WITHDRAW THE ANNOUNCEMENT, ANY OF WHICH MAY OCCUR WITHOUT PRIOR WRITTEN OR OTHER NOTICE

****The Superior Court of California, County of Humboldt is an Equal Opportunity Employer****

