

**Allegan County
48th Circuit Court
Friend of the Court Office**

Job Title: Facilitator

Reports to: Friend of the Court

Summary

Conducts domestic relations investigations and prepares support, parenting time and custody reports and recommendations, including both pre and post-judgment orders to the Court, parties and attorneys of record. Conducts Friend of the Court (FOC) Facilitative and Information-Gathering Conferences on DM, DC, and DP cases as ordered by the Court. Informally mediates and proposes solutions to custody, parenting time and child support issues to parties and attorneys in the form of proposed court orders. Educates the parties on the functions of the office, language contained in orders, recourse and remedies available and other information the parties may need. Keeps and maintains case records.

Principal Duties & Responsibilities

1. Investigates cases involving minor children and makes recommendations to the Court regarding custody, parenting time and child support. Interviews parents, children, school personnel, agencies involved with clients, law enforcement and others as needed to gather pertinent case information.
2. Analyzes information gathered and prepares a report containing family history, evaluations of parties' involved and parenting time and custody recommendations.
3. Meets with parents and children, proposes recommendations to the Court in the form of reports and recommendations and/or proposed orders.
4. Appears in Court to testify regarding case recommendations.
5. Responds to inquiries from clients, law enforcement, DHHS staff, school personnel, counseling and treatment providers and others explaining FOC policies and procedures, providing and obtaining case related information and discussing client's issues and treatment progress.
6. Prepares and maintains case records, including contact information and case activity status.
7. Provides Friend of the Court orientation and additional information to parties about IV-D services on an individual or group basis.

Other Duties of the Job:

Makes referrals of parties for psychological evaluations as directed by the Court.

Assists in other areas of the FOC office as required.

Completes necessary requirements to access the Central Paternity Registry/Birth Registry System.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by a person in this position.

Qualifications

Education: Bachelor's degree in Social Sciences, Education or a related field, or a juris doctorate.

Experience: Two years of experience as a caseworker working with families, or similar work as a court employee or in a related field.

Certification/Licensure: Valid Michigan Driver's License.

Skills: Ability to relate effectively to the public. Ability to speak and write effectively.