



DALLAS COUNTY JOB DESCRIPTION

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|--------------------|---------------------------|-------------------|----------|-------------------|------|
| Job Title: | Family Court Counselor | Job Code: | 50350 | Job Grade: | GM |
| Reports To: | Manager | Pos. No: | All | FLSA Code: | E |
| Department: | Domestic Relations Office | Loc. Code: | 5270203A | SIC Code: | 9441 |
| | | | | WC Code: | 8810 |
| Division: | Family Court Services | CS Code: | A | EEO Code: | B01 |

Summary of Functions: Provides objective, professional assessments of families involved in contested litigation to assist the court in making the disposition of the case.

Management Scope: N/A

| Duties and Responsibilities: | % of Time | Essential Non-essential |
|--|------------------|--------------------------------|
| 1. Conducts court ordered assessments of all family or household members involved in contested litigation and makes community contacts and professional consultations regarding cases. | 25 | E |
| 2. Synthesizes information into written reports for use by the court in the disposition of the cases and makes specific recommendations for the dispositions or referrals to address problems encountered by the children or family members. | 25 | E |
| 3. Mediates with clients and attorneys to resolve cases through alternate resolution of contested issues. | 15 | E |
| 4. Provides crisis counseling and education during the assessment process in conflict resolution, child development, communication and parenting skills | 15 | E |
| 5. Provides emergency assessment to assist courts in handling crisis cases involving issues of child abuse, domestic violence, substance abuse, mental illness and absconding with children. | 05 | E |
| 6. Testifies in court as an expert witness. | 05 | E |
| 7. Assists management in the development, implementation and review of agency services. Participates in community education programs to help minimize the impact of divorce, family dissolution and litigation on children. | 05 | E |
| 8. Performs other duties as assigned. | 05 | N |

Minimum Qualifications:

Education, Experience and Training:

Successful completion of a Master's degree from an accredited college or university in a human services field of study required. Minimum two years of experience under professional supervision during which the individual performed evaluation of physical, intellectual, social and psychological functioning and needs to

develop an understanding of the social and physical environment to meet those needs.

Special Requirements:

Must be independently licensed in the State of Texas as a Licensed Professional Counselor (LPC), Licensed Marriage and Family Therapist (LMFT), Licensed Master Social Worker (LMSW), or Licensed Clinical Social Worker (LCSW). Knowledge of standard software applications. Ability to effectively communicate both verbally and in writing, and establish and maintain effective working relationships with employees, department, and the general public. Must pass an extensive background investigation. Mandatory drug testing prior to employment and will be subject to random, unannounced drug and/or alcohol testing during employment. Must possess a valid Texas Drivers License and good driving record. Will be required to provide a copy of 10-year driving history. Must maintain a good driving record and remain in compliance with Article II, Subdivision II of Chapter 90 of the Dallas County Code. Must obtain mediation training within one (1) year of the employment date. Mandatory drug test prior to and during employment.

Physical/Environmental Requirements:

Standard office environment. Will be required to make home visits for inspections and evaluations.

Hay Points/Point Factor:

KH: EI3 200 pts, PS: D4 (38%) 76 pts, AC: D1P 100 pts, TTL: 376 pts, KH/PS/AC: 53-20-27, Profile +2

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date October 2003;
10/19/2015

Approved by Civil Service Commission on

Date November 17, 2003;
10/19/2015

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.