

**INGHAM COUNTY  
JOB DESCRIPTION**

**STAFF PSYCHOLOGIST / PROBATE COURT**

**GENERAL SUMMARY:**

Evaluate children and/or parents referred by Court staff and Judges and provide written psychological reports to the Court. Testify in Court relative to findings when requested to do so. Evaluate prospective employees, foster and group home parents when requested and provide recommendations as to the personality and stability of these persons. Assist in conducting training programs and provide consultation to the staff.

**TYPICAL DUTIES:**

1. Evaluation of children and parents who are being dealt with by the Court due to neglect, abuse or delinquency.
2. Prepare written evaluation reports as a result of testing and consultation.
3. Testify when necessary at hearings.
4. Attend staff meetings, case conferences and planning meetings.
5. Provide consultation to staff and Judges on cases processed by the Court.
6. Assist with in-service presentations to Court staff, volunteers, group home parents and foster home parents.
7. Provide individual and/or group therapy to children and/or parents being supervised by the Court.
8. Evaluate prospective foster home and group home parents and provide recommendations relative to such evaluation.
9. Evaluate prospective employees in the professional ranks of the Court and provide recommendations relative to such evaluation.
10. Provide emergency assistance and/or consultation for the staff concerning problems at the Youth Center or in other placements (possibly after normal hours and on weekends).
11. Assist with overall planning in the areas of treatment, detention and placement services.
12. Other tasks as assigned by the Court Administrator.

**Essential Job Functions:** With our without accommodations, this employee must be capable of conducting psychological assessments and counseling sessions. Excellent levels of verbal communications are required. Must be able to listen to clients and decipher their issues and complaints. Will be working in an office setting.

Must be capable of documenting and maintaining case notes and history.

**Degree/ Experience:** Must have a Ph.D. the areas of Counseling or Clinical Psychology or other related Psychological disciplines. Must have 5 to 7 years of more responsible related counseling and related court or criminal justice system work experience. Experience in counseling adolescents and their respective families preferred. Must be fully licensed, or on

track to obtain their licensure as a Psychologist with the State of Michigan. Experience and knowledge of counseling within the Juvenile Justice System and its operations preferred. Working knowledge of and experience in the "Best Practices" in case management of juvenile sexual offenders preferred. Experience in conducting therapy and group counseling sessions with youth offenders highly desired, preferred and helpful. Experience with other elements of the Criminal Justice system helpful. Must have experience in administering and interpreting appropriate psychological assessments including individual intelligence tests, personality test, projective techniques, achievement tests, diagnosing and treating childhood, adolescent and adult behavioral disorders.. Must be familiar and proficient in individual and group facilitation programming. Must be able to pass a court security screening process. Will serve some on call hours. Must submit your academic transcripts, a short writing sample, a cover letter and C.V. with your application.



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The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.