

**INGHAM COUNTY
JOB DESCRIPTION**

PARENTING TIME ADVOCATE

General Summary:

Under the supervision of a Casework Supervisor, is responsible for the enforcement of parenting time provisions of custody orders. Promotes resolution of parenting time disputes by identifying the issues, utilizing community resources and consultation services, and securing remedial action necessary to comply with court orders. Interpret parenting time provisions and child custody orders and educates parents as to the provisions of those court orders. Drafts memos, correspondence, and letters of determinations.

Essential Functions:

1. Receives parenting time complaints and makes determinations as to whether the complaint is covered by the order. Conducts investigations and interviews with both parents as necessary to gather the information to make a determination as whether a violation of the order has occurred.
2. Reviews and interprets parenting time orders to insure that both parents are following what the judge court order. Coordinates and distributes parenting time calendars reflecting court ordered schedules.
3. Educates parents in proper interpretation of orders, court procedures and court expectations.
4. Exercises authority to modify the parenting time provisions of an order to ensure that they are carried out, after hearing the concerns of the parties.
5. Conducts dispute resolution conferences to resolve parenting time disputes. Sets unresolved cases and drafts orders for show cause hearings. Submits related recommendations to the court.
6. Drafts letters of determination advising parties of the position of the Friend of the Court related to their parenting time dispute.
7. Screens and refers or arranges for clients to receive counseling, parenting classes, drug assessments or other services offered by community agencies.
8. Provides written reports and recommendations to enable staff attorneys to draft petitions on behalf of the FOC to modify parenting time orders.
9. Responds to oral contacts and written inquiries. Researches, prepares, and sends replies as necessary.

10. Arranges for and maintains records of supervised parenting time and receives and reviews feedback of supervisors at such sessions.
11. Prepares a variety of statistical and activity reports relating to parenting time and child custody matters. Maintains case files.
12. Provides written reports and recommendations to the Family Court Judges upon request.

Other Functions:

13. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: Two years of college level coursework in Social Work, Psychology, or a closely related field. Bachelor's Degree preferred. Training in mediation and dispute resolution desirable.

Experience: Two or more years of experience in the Friend of the Court or another judicial or legal setting providing familiarity with family law.

Other Requirements: Training in mediation and dispute resolution desirable.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to access departmental files.
- Ability to enter and retrieve information from computer systems.
- Ability to lift and carry folders and files.
- Ability to access all areas of the office and the court.

Working Conditions:

- Works in an office setting.
- Exposure to clients in various emotional states who may be verbally abusive or hostile.