

## Human Service Professional

The 19<sup>th</sup> Circuit Court-Family Division is currently seeking a Human Service Professional to provide casework services to juveniles in Manistee County. This individual must be able to multi-task and be responsible for a wide variety of responsibilities in a busy office including a great deal of interaction with the public. The individual will work directly with youth and their families, other staff members, as well as other Human Service agencies. Must be willing to work with other staff members in a team concept. Knowledge of court terminology and procedures required. Report writing, answering correspondence, and preparing legal documents is necessary.

### Employment Qualifications;

Education: Bachelor's degree in social work, criminal justice, education, social or behavioral sciences, or related field that qualifies the person to manage or supervise the delivery of juvenile justices services and must complete the Michigan Judicial Institute certification training for juvenile court staff within two years after date of employment.

Other requirements: Must have a criminal history check and be fingerprinted.

Send resume and cover letter by January 31, 2014 to:

Administrator  
PO Box 578  
Manistee, Michigan 49660