

# FAMILY COURT COUNSELING MANAGER (DIRECTOR)

## DEFINITION

Under general supervision, the Family Court Counseling Manager designs, plans, implements, maintains and evaluates current Family Court Counseling programs; on an ongoing basis, assesses the needs of the divorcing population and develops pertinent programs; supervises counselors and support staff, and performs related work as required.

## EXAMPLES OF DUTIES

Provide family court counseling services designated under Wisconsin Statute 767.11(2); provide administration to the Family Court Counseling Service (FCCS); employ FCCS staff in the administration of programs in providing mediation and custody/placement studies services; provide staff training and assign staffs' caseloads; supervise and perform mediation and custody/placement studies; administer and manage funding for FCCS; develop policies, procedures and programs necessary to meet the program objectives in an efficient and effective manner; interact with appropriate community organizations, professionals and interest groups in order to understand and respond to concerns; develop, manage and present the department's annual budget to the County Executive and County Board; direct the maintenance of case records; prepare technical and administrative reports; evaluate the quality of mediation of study services; serve on appropriate committees concerning issues involving the courts, county and community; review and determine appropriate action for referred families to FCCS; meet with attorneys, guardians ad litem, mental health and other professionals to discuss individual family needs; Ensure the provision of mediation services as defined in the Wisconsin statutes; manage reporting and distribution of the mediated agreements to appropriate parties; manage the reporting and distribution of documents when mediation is unsuccessful; manage custody placement studies consistent with professional standards and Wisconsin statutes; ensure court reports are appropriately prepared and delivered accordingly; manage staffs' expert witness testimony in court on relevant matters.

## EMPLOYMENT STANDARDS

Education and Experience: Requires a master's degree in one of the behavioral sciences from an accredited graduate school and two years of professional experience working with families. Additional credit will be awarded for family court counselor experience and/or management experience.

Within one year of employment, obtain the State of Wisconsin mental health professional certification/license and have a State of Wisconsin driver's license.

Knowledge, Skills, and Abilities: Knowledge and demonstrated skill in the application of theories, practices and techniques of counseling as applied to families going through family court; knowledge of supervisory techniques and practices; ability to organize, direct, supervise and coordinate the work of the professional staff serving the family courts; knowledge and understanding the programs and functions of the family court; knowledge of community resources and how to utilize them effectively; ability to participate in community planning; ability to guide and develop the professional staff; skill in public relations; ability; ability to prepare technical and administrative reports; ability to give expert witness testimony relative to child custody trials and related divorce matters.