

Intake Officer

1) How are the applications made?

Intake begins when you start an application in the Family Court. You meet with an Intake/Welfare Officer, who helps you focus on your situation and consider the most suitable options. The intake officer helps you determine the best course of action for your situation and outlines the next steps that may be necessary. The intake officer does not take sides in a case; they remain impartial. After the intake process, you then wait in the waiting area to sign for your summons and get a court date. All family court applications are handled by the clerk of court. The cost of the summons is \$2.50 BZD.

What is the intake process?

Intake Services

The intake services are to be done by an Intake Officer. Where there is no intake officer, the intake functions may be performed by the Clerk of Court. The intake person is responsible for:

- a. Determine the needs of the potential client and refer as appropriate.
- b. An intake form is filled out for every client who is assessed for services.
- c. Inputting all the intake information into the Court computerised database system.
- d. As a social officer, the intake officer is also responsible for conducting the social inquiry report mandated by law in custody cases.

Intake

The intake process is often the first point of access for members of the public seeking the assistance of the Family Court to resolve family breakdown with legal process. The following procedures shall be employed:

- a)** The Intake Welfare Officer shall interview the member (s) of the public seeking Family Court intervention, and they assist clients in completing the intake form, which includes the biometric data for each applicant for services.
- b)** The Intake Welfare Officer shall open a case file and assign a case number to each application and shall create such electronic records on the Court's computerised database system in order to create a new client record.
- c)** The Intake Welfare Officer shall obtain all relevant information from the client needed to determine what services will need to be provided to the client.
- d)** The Intake Welfare Officer shall determine, interview, and log the records of all relevant parties.

Intake Welfare Officer

Job Tasks:

1. Facilitate the intake process for new applications made at the court
2. Provide information to clients on the services provided by the family court
4. Provide psycho-educational services to clients
5. Investigate, conduct assessments, and prepare social inquiry reports as directed by the Court
6. Supervise visitations as ordered by the court
7. Make a referral for services to other agencies
8. Assist the Magistrate as required to dispose of cases before the court in the best interest of children.