

## **Circuit Court for Baltimore City Permanency Planning Liaison**

**The Circuit Court is seeking a Permanency Planning Liaison for the Juvenile Services Division. The Liaison will work under the direction of the Associate Administrator for the Juvenile Division.**

### **Position Overview:**

Assist the Juvenile Court in support of the implementation of recommendations and priorities from Foster Care Court Improvement Project Subcommittee of the Administrative Office of the Courts, specifically monitoring the child welfare and CINA cases and defining systemic issues to be addressed by the Juvenile Court. The Permanency Planning Liaison should work to ensure timely permanency is afforded to every child in the child welfare systemic by identifying system barriers to permanency in the court process and making recommendation for reforms.

### **Essential Functions of the Position:**

Duties of the position include, but are not limited to:

- Serve as liaison between the Juvenile Court and the Foster Care Court Improvement Project (FCCIP) subcommittee.
- Assist the Juvenile Court by implementing best practices, including those identified by the National Council of Juvenile and Family Court Judges and the American Bar Association Center on Children and the Law, while working with other jurisdictions in Maryland, Juvenile and Family Services and other Permanency Planning Liaisons.
- Monitor the cases that come into the local Juvenile Court as CINA, TPR and Adoption cases and assist the courts in ensuring that the children involved in the child welfare system are provided permanency in a timely manner.
- Track cases from filing to decision, including key segments: filing, show cause orders, service of process, initial court hearing, trial date and timely subsequent Guardianship Review or CINA hearing.
- Track CINA cases to ensure Permanency Planning Hearings are scheduled and heard timely.
- Inform the court and attorneys when cases are scheduled out of standard and/or at risk of exceeding statutory timeframes.
- Prepare statistical reports that detail the activity and outcome of the child welfare cases.

- Coordinate use of the court's Polycom system for video-conferencing, including training professional stakeholders to use the video-conferencing equipment, keeping the equipment ready for use and keeping a schedule of the equipment use. This work is crucial for the court to have timely consultation with children not able to come to court.
- Perform special projects involving legal research, writing assignments, grant writing, and technical support at the discretion of the local Judge-in Charge, Associate Juvenile Administrator, and FCCIP.
- Assist the Courts with implementing court related actions/steps of the Program Improvement Plans for two federal reviews, Child and Family Services Review and the Title IV-E Review.
- Monitor use and compliance with the Uniform Court Orders. Special attention should be paid to the judicial determinations that must be documented by federal law and timeliness of distribution of the Orders.

**Knowledge, Skills, and Abilities:**

- Must have ability to exercise discretion, independent judgement and the interpersonal skills to interact effectively with all levels of professionals (judges, attorneys, court personnel, the public, etc.).
- Must have excellent organizational skills, the ability to establish priorities, time management, be adaptable and multi-task oriented.
- Must be able to communicate effectively, both orally and in writing, using proper grammar, syntax and spelling. Must be comfortable developing and making oral presentations before both small and large groups of people.
- Must have competent computer skills in a Windows environment and be able to Use Word, Excel and Access database software. Must be familiar with procedures for merging data and uploading/downloading electronic records to database files.
- Knowledge of Juvenile Court and Juvenile Justice System.
- Knowledge related to program planning and implementation.
- Grant writing experience a plus

**Minimum Education and Experience:**

- A Bachelor's Degree and 2 years' experience, or five (5) years of experience working in a court system or child welfare system.

**Compensation:**

This is a full-time permanent position with benefits. The starting salary is \$50,395.

**To Apply:**

This position will be open until filled. Please submit a cover letter and resume to:

Ms. Jacqueline Hale  
Circuit Court for Baltimore City  
111 N. Calvert Street, Room 244  
Baltimore, Maryland 21202  
jacqueline.hale@mdcourts.gov

[www.baltimorecity.gov](http://www.baltimorecity.gov)

TTY 396-4930

**\*\*No phone calls please\*\***

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