

Circuit Court for Baltimore City

Family Support Services Coordinator

Consistent with Rule 16-307(4(C), the Family Division of the Circuit Court for Baltimore City is seeking a full-time Family Support Services Coordinator.

Essential Functions:

- Develop and maintain up-to-date-lists of available public and private family support services.
- Facilitate on-going partnerships with community-based resources.
- Coordinate, monitor and provide reports regarding all referrals made to litigants by the Family Court including, but not limited to:
 - Drug testing and substance abuse evaluations
 - Supervised visitation and safe exchange program
- Coordinate all domestic violence cases in the Family Division including:
 - Act as first point of contact between petitioners seeking temporary protective orders and the court, including assisting with the completion of paperwork and escorting petitioners to the court room.
 - Act as liaison between the Family Division and child protective services/departments of social services throughout the State of Maryland and in other states to ensure that reports of alleged child abuse have been investigated and a written report has been produced to the court.
 - Refer victims of domestic violence to specialized resources.
 - Interact with district courts throughout Maryland and ensure the smooth integration of transfers and appeals into the Circuit Court domestic violence docket.
 - Counsel victims of domestic violence on safety procedures.
 - Update all domestic violence forms as updates are released.
 - Oversee and manage the weekly domestic violence hearing docket.
- Escort petitioners seeking emergency evaluations to the courtroom.
- Perform other duties as assigned.

Education, Knowledge and Experience:

Applicants must have a LCSW-C or possess a JD from an accredited law school. Applicants must also possess specialized knowledge of substance abuse issues and domestic violence advocacy. This position is grant funded through the State of Maryland.

Compensation:

Salary is \$80,743-\$104,909 with full benefits through the City of Baltimore.

To Apply:

This position is open until filled. Please send a resume and letter of interest to:

Ms. Jacqueline Hale, Human Resource Officer
Circuit Court for Baltimore City
111 N. Calvert Street, Room 244
Baltimore, Maryland 21202
Jacqueline.Hale@mdcourts.gov
Fax: 410-396-1545
www.baltimorecity.gov
TTY 396-4930

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

AN EQUAL OPPORTUNITY EMPLOYER

The Circuit Court for Baltimore City is an Equal Opportunity Employer:

Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that the employee or the Court may terminate the employment relationship at any time, with or without cause. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents, including Baltimore City Personnel Compensation policies.