

Circuit Court for Baltimore City Services Coordinator for the Juvenile Court

The Juvenile Division of the Circuit Court for Baltimore City is seeking a Services Coordinator. The Services Coordinator will work under the direction of the Judge-in-Charge of the Juvenile Division and the Juvenile Court Associate Administrator.

Essential Functions of the Position:

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

- Facilitates partnerships with community agencies and the Juvenile Court.
- Develops and coordinates diversion and early intervention programs.
- Refers parties to appropriate community resources per Juvenile Division judicial officers.
- Develops and maintains Juvenile Court Resource Guide.
- Seeks new funding sources to meet the expanding needs of the Juvenile Court Services.
- Promote the cohesiveness and coordination of already established Juvenile Court Services programs by providing technical assistance and support.
- Perform supervision of graduate and undergraduate student interns assigned to the Services Coordinator in the Juvenile Court Services, of the Juvenile Court.
- Supervise at least one (1) Juvenile Court Services Specialist.
- Keep current and accurate statistical data on Juvenile Court Services programs.
- Complete all clerical and administrative duties that pertain to the Services Coordinator position.
- Facilitate and/or participate in ad hoc standing committees related to Court Improvements and Best Practices in the Juvenile Court System.

Knowledge, Skills, and Abilities:

- Must have the ability to exercise discretion, independent judgment, and 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 is a plus.

Minimum Education and Experience:

- Graduation from an accredited master's degree program in social work with at least four (4) years of experience including experience in clinical case management, resource development, and program coordination and management.

Compensation:

This is a full-time permanent position with benefits. The starting salary range is \$80,743-\$104,909.

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

TTY 396-4930

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

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