



FAMILY SERVICES COORDINATOR

CIRCUIT COURT FOR ANNE ARUNDEL COUNTY, OFFICE OF CASE MANAGEMENT

POSITION DESCRIPTION

The Circuit Court for Anne Arundel County is seeking a qualified individual to serve as the Family Services Coordinator. This position is responsible for managing and directing all aspects of the Family Support Services Program. This program ensures that all services such as a parenting program, custody evaluation, substance abuse assessments, appointment of child's counsel, psychological evaluation and supervised access are scheduled in family law cases, as appropriate.

The Family Services Coordinator works within the Office of Case Management under the direct supervision of the Family Law Administrator, with general oversight provided by the Director of Court Operations, Court Administrator, Family Law Coordinating Judge, and the Administrative Judge.

MINIMUM QUALIFICATIONS

A bachelor's degree in social work, human services, business administration, public administration, or a related field is strongly preferred; however, relevant court experience may be considered as an equivalent substitute. Proficiency in computer applications, including Microsoft Office, is required. Candidates must demonstrate excellent organizational, written and oral communication, and interpersonal skills. The ability to exercise sound judgment, tact, diplomacy, and professionalism when interacting with judges, attorneys, court staff, and the public is essential. Strong time management skills with the ability to prioritize and handle multiple tasks simultaneously are necessary. Prior court experience and knowledge of Maryland family law procedures are highly desirable.

NATURE AND VARIETY OF WORK

- Evaluate current and future family services programs; recommend and implement improvements as needed.
- Identify service gaps and develop community resources to address them.
- Maintain panel lists for all family services, track court-ordered family service appointments, and communicate with service providers as necessary.
- Establish and maintain collaborative relationships with community-based agencies.
- Develop and maintain resource materials for court staff and families utilizing court services.

- Provide training to court staff on new program initiatives and review existing programs and service providers to ensure quality referrals.
- Assist judges and magistrates with inquiries regarding family services, including availability and options for service providers.
- Serve as a resource for litigants and attorneys regarding family services and providers.
- Review and process requests for family services fee waivers.
- Monitor and manage the grant-funded budget related to family services.
- Track and monitor the success of court referrals and family services.
- Prepare written quarterly reports on family services.
- Review Motions for Best Interest Attorneys, Child Privilege Attorneys, and Child Advocate Attorneys; make recommendations to the Family Law Coordinating Judge.
- Attend quarterly meetings of the Administrative Office of the Courts' Department of Juvenile and Family Services.
- Review and manage cases in compliance with the Family Law Differentiated Case Management (DCM) Plan.
- Provide backup support to Family Law Paralegals and Senior Judge Chambers Counsel.
- Perform case inventory and draft appropriate orders.
- Perform other duties as assigned.

SALARY/BENEFITS: This is a full-time Grade 15 County position funded by a grant from the Maryland Judiciary's Department of Juvenile and Family Services. The position includes full county benefits. The starting salary range is \$59,612 to \$69,000, commensurate with experience.

APPLICATION PROCEDURE: Interested candidates should submit a cover letter, resume, and list of three references as a **SINGLE PDF** document by 4:30 p.m. on November 14, 2025 to OfficeofCourtAdministration@mdcourts.gov.