

**Circuit Court for Howard County
Position Announcement**

**Job Title: Human Service Specialist III
Court Social Worker**

Position Type: Full Time

Opening Date: September 24, 2018

Closing Date: October 31, 2018

Grade/Salary Range: K \$60,196 – 65,819

**Starting salary commensurate with education
and experience.**

This is professional social work position for the court conducting custody investigations/evaluations, child custody document review, crisis interventions and other work as directed.

Essential Functions:

- Gather information and evaluate family law cases, including matters pertaining to custody, visitation, adoption, and guardianship both juvenile and adult, which require the knowledge of child development, family dynamics, domestic violence, substance abuse, child abuse, behavioral disorders and mental illness.
- Plan, organize and manage child custody evaluations, internal court-ordered mediations and guardianship/adoption investigations.
- Interview parents, children, extended families, collateral sources and various agencies to develop information regarding domestic, marital, employment, financial, environmental and other aspects of parental responsibilities, which directly relate to appropriate child custody, adoption and guardianship recommendations, as directed by the court.
- Conduct home visits throughout Howard County as ordered in custody evaluations.
- Prepare and present clear, concise and accurate written and verbal reports to the bench, the bar and litigants.
- Testify in contested custody cases.
- Maintain accurate records and prepare statistical reports related to caseload.
- Conduct mediation sessions and/or family meetings regarding child custody and visitation disputes.
- Work with litigants, counsel and the bench during domestic cases and effectively utilize crisis intervention techniques.
- Manage the parent coordination service and roster for the court.
- Maintain confidential information according to legal standards and/or court regulations.
- Screen family law cases for domestic violence.
- Work with the Family Law Office regarding overall case management, procedure and trainings.

Knowledge, Skills and Abilities:

- Knowledge of family law court procedure and legal terminology as they apply within domestic cases.
- Knowledge of Social Work policies, procedures and work standards in accordance with statutory mandates, state rules and regulations.
- Experience conducting child custody evaluations and domestic mediations. Has completed a state approved 40-hour basic mediation training program.
- Experience working with high-conflict families within the court system and the ability to work compassionately and respectfully with litigants in crisis.
- Ability to testify in court as needed.
- Excellent verbal, interpersonal, writing, interviewing and organizational skills.
- Professional working knowledge of Microsoft Office.

Experience: Relevant experience includes 5 years as a clinical Social Worker and experience working in a court environment is preferred.

Education: Possession of a Master's Degree from an accredited college or university in Social Work. Current license as Clinical Social Worker is mandatory.

Please submit a resume, salary history and references (e-mail preferred) stating the position title by 4:30 pm of the closing date to:

Deidre Barksdale
Circuit Court for Howard County
8360 Court Avenue
Ellicott City, MD 21043
dbarksdale@howardcountymd.gov

The Circuit Court for Howard County is a drug-free workplace and an equal opportunity employer and values diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview may request such assistance in advance of an interview. The candidate selected for this position will be subject to a background check and must be a US citizen or eligible to work in the US. A criminal background check will be done prior to hiring of individual.