

JOB ANNOUNCEMENT

Circuit Court for Baltimore County Class Specification

Class Title: Permanency Planning Liaison
Grade 29 (\$51,029 - \$63,432) in five annual incremental steps with longevity increases every five years thereafter up to 30 years of service.
Full County Benefits Available

Definition

The Permanency Planning Liaison is hired on a Circuit-wide basis. The main office for this position is in Baltimore County, but the individual in this position will be required to occasionally travel to Harford County and meet with judges, the magistrate and staff in that Court. The position reports to the Deputy Court Administrator for the Circuit Court of Baltimore County and is responsible for the coordination of all juvenile dependency case filings and court processes relating to these cases, including the Family Recovery Court program, for both counties.

Example of Duties:

The primary responsibility of the incumbent is to monitor and assess cases that come into the Juvenile Court as Children in Need of Assistance (CINA) and/or Termination of Parental Rights (TPR) matters. Duties will include the preparation of periodic reports to the Administrative Office of the Courts (AOC) tracking cases as to how children move to more permanent placements. As part of this preliminary screening process, the Coordinator will recommend cases for appropriate mediation, as well as specialized track assignments through the Court's Case Management Plan.

Duties also include the management of special projects such as: the developing of juvenile orders; managing open/active cases in the Juvenile Case Management System; assisting the Case Coordinator in the Court's Drug Treatment Referral with data base management; and other assignments as directed by the Lead Juvenile Judge.

Operationally, this Coordinator's daily activities will mostly involve contact with the Lead Juvenile Court Judge and the Family Recovery Court Magistrate who may detail other duties from time to time. The Coordinator will help the Courts in 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.

Skills/Abilities:

Knowledge of case management, clinical and juvenile justice services, levels of care, ability to develop partnerships, ability to communicate effectively, to facilitate meetings, give presentations and develop and foster a spirit of teamwork among stakeholders. Ability to navigate databases and produce management spread sheets regarding juvenile cases.

Minimum Qualifications:

Applicants for this position must possess a Bachelor's Degree from an accredited college or university plus have two additional years experience in the courts, social work, or paralegal field. Preferred experience working in the child dependency field. Candidates must possess good organizational skills as well as an ability to navigate a case management system relative to CINA and TPR cases. Must have the ability to exercise discretion and independent judgment. Must possess interpersonal skills to interact effectively with all levels of professionals (judges, attorneys, court personnel, the public, etc.).

Limitations:

Preliminary selection for this position will be made by a committee made up of the Lead Juvenile Court Judge, the Family Recovery Court Magistrate and the Deputy Court Administrator. Final selection will be made by the County Administrative Judge. This position will also be subject to the Court's personnel policy and is contingent upon funding being received annually from the Administrative Office of the Courts.

Physical and Environmental Conditions

The work of this classification is essentially sedentary but may include occasional walking, standing, lifting of boxes or other limited physical activities.

Medical Examination

Applicants selected for employment must successfully complete a physical examination that will also include urinalysis screening to ascertain that the applicant is drug free.

Conditions of Employment:

This position is a non-merit unclassified position with the Circuit Court for Baltimore County and subject to the personnel policies and procedures adopted by the Court.

To Apply:

Please submit a cover letter, resume and three (3) professional references by **5:00 PM, Friday, February 16, 2018** to the following e-mail address:

circuitcourt@baltimorecountymd.gov.