

JOB ANNOUNCEMENT

CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY

POSITION TITLE: Clinical Professional Coordinator

GRADE: G-27, Administrative Assistant IV

ANNUAL SALARY: \$75,000 - \$85,000

LOCATION: Family Division, Circuit Court for Prince George's County, Upper Marlboro, Maryland

TYPICAL DUTIES: The incumbent, under the direction of the Director of the Family Division, performs at an advanced level by providing assessments, information and referrals to the Court and parties. Oversees the day-to-day operations of the Family Support Services Unit. Supervises administrative staff, clinical professionals and mediators in providing services and written reports to the Court. Conducts child custody evaluations and mediations when needed. Oversees the work product of contract professionals providing Family Support Services. Provides community resources to parties seeking guidance and assistance with social issues in actual or potential family law cases. Provides follow-up on referrals to aid the Court in determining necessary services. Collaborates and coordinates efforts with other entities of the Family Division to ensure best services are provided to litigants. Collaborates and maintains relationships with various vendors and contractors providing services to litigants in Court proceedings. Tracks and oversees all work product provided by contractors, including timeliness of submission of reports and invoices. Provides intervention and/or recommendations to the Court when ordered or requested by a Judge or Magistrate. Responsible for statistical reporting and management of information entered in state database. Develops resources to offer services for families and children appearing before the Court. Follows up on referrals to determine case outcomes (when appropriate) and/or secures documents needed for development of additional community resources. Conducts trainings within the Family Division and the Court. Performs other tasks and duties as required. Required to testify as needed.

MINIMUM QUALIFICATION REQUIREMENTS

Master's degree in human services. Licensure as either (A) a physician licensed in any state who is board-certified in psychiatry or has completed a psychiatry residency accredited by the Accreditation Council for Graduate Medical Education or a successor to that Council; (B) a Maryland licensed psychologist or a psychologist with an equivalent level of licensure in any other state; (C) a Maryland licensed clinical marriage and family therapist or a clinical marriage and family therapist with an equivalent level of licensure in any other state; or (D) a Maryland licensed certified social worker-clinical or a clinical social worker with an equivalent level of licensure in any other state. Five years of experience in administration of human services programs dealing with families in crisis. Prior management or supervisory experience a plus. Must be a Court approved child access and/or property mediator or taking steps to receive approval within a year of hire date. Extensive knowledge of community resources and Maryland Court organization. Comprehensive knowledge of the administrative and operation management of Court directives and policies as relates to duties of the Family Support Services programs. Experience in designing, developing and maintaining program(s) and staff management. Ability to interview and assess human service needs of a diverse population of individuals seeking assistance from the Court on family law related issues. Excellent organizational and record keeping skills. Proficient in various databases and Microsoft Office Suite. Ability to interact professionally with Court, public officials, co-workers and colleagues. Possess excellent oral and written communication skills. Ability to speak Spanish is a plus. Applicants are subject to background

check. A Circuit Court for Prince George's County Employment application must be submitted for this announcement and is available at <http://princegeorgescourts.org/job.aspx>.

CLOSING DATE: Applications must be received by 5 p.m. EST on Friday, May 26, 2017.

APPLY TO: Manager of Human Resources, Court Administrative Office,
Room M2407, Courthouse, Upper Marlboro, MD 20772
FAX (301) 952-4447 E-Mail: Humanresources@co.pg.md.us

Eligibility to Work: Under the Immigration Reform and Control Act of 1986, applicants selected for employment will be required to show and verify authorization to work in the United States.

The Circuit Court for Prince George's County is an Equal Opportunity Employer committed to diversity in the workplace. This Court does not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Reasonable accommodation upon request.