Family Ties Coordinator Position Description
Offeror Agency: Circuit Court for Carroll County, Family Law Administration

The Family Ties Coordinator is a part time grant contingent position within the Family Law Administration of the Circuit Court for Carroll County. Salary: $16.82/hour. Pay scale: K02 No County benefits.

EDUCATION AND EXPERIENCE

1. Bachelor’s degree in Sociology, Psychology, Human Services, Social Work, Addictions, Criminal Justice, Behavior Management or related field
2. A year of supervisory or case management experience in the field of Social Work, Criminal Justice, Public Health, Mental Health, or Addictions*
*A comparable amount of training and experience may be substituted for the minimum qualifications

Qualifications: Excellent written and oral communications, ability to handle difficult situations and persons, bilingual skills (preferred, but not required), and ability to use Excel and Word.

Hours to Be Spent Related to this Project __20__ Per week and will include some Saturday afternoon hours.

DUTIES AND RESPONSIBILITIES:

The Family Ties Coordinator is responsible for the day to day administration of the Carroll County Visitation Center’s Family Ties Program, hereinafter referred as “The Program”, under the direction of the Visitation Services Coordinator.

Duties include:

1. Assist in establishing and implementing basic procedures for the Program including coordinating with the Carroll County Detention Center, hereinafter referred to as “The Detention Center”, Judiciary, the Office of the State’s Attorney, the Court Bailiffs, and counsel for detainees in the Detention Center
2. Assist the Coordinator with oversight and training of visitation observers in the Program, ensuring compliance with Center rules/regulations.
3. Collect and analyze data to develop reports required by the Court and
under the grant.

4. Administer visitation schedule and exchanges for program participants.

5. Conduct intake interviews with visitation clients, including on site at the detention center to assess risk levels, mental health needs, and other factors while making a determination of program eligibility.

6. Compile detailed reports and testify to the court regarding recommendations for sustaining or terminating clients’ program eligibility.

7. Make recommendations for immediate program termination determinations to VSC Coordinator when necessary.

8. Perform other related duties as may be required by the Visitation Services Coordinator or Family Law Staff.

9. Provide services to customers by answering questions, providing information, making referrals, and assuring appropriate follow-through and/or resolution.

10. Communicate with managers, supervisors, co-workers, citizens, and others, maintain confidentiality if appropriate, and represent the County.

11. Perform such other duties as may be required for The Program.