

Circuit Court for Baltimore City Social Services Coordinator

The Family Division of the Circuit Court for Baltimore City is seeking a full-time Social Services Coordinator.

Essential Functions:

- Oversee referrals for drug testing and substance abuse evaluation;
- Report results of drug testing and substance abuse evaluations to referring judges and/or magistrates;
- Develop and maintain list of community resources;
- Facilitate on-going partnerships with community based resources;
- Refer litigants to appropriate community resources, as necessary and report results to the court;
- Coordinate case management of domestic violence cases in Circuit Court;
- Interact with District Court for smooth integration of transfers and appeals;
- Oversee and manage Protective Order hearing docket;
- Act as first point of contact between litigants seeking Temporary Protective Orders and the court, including assisting with completing paperwork and escorting litigants to Special Magistrate's courtroom;
- Act as liaison between the Family Division and specialized resources for victims of domestic violence;
- Perform other duties as assigned.

Education, Knowledge and Experience:

Applicants must be a LCSW-C or possess a JD from an accredited law school, and possess specialized knowledge of substance abuse issues and domestic violence advocacy. This position is grant funded through the State of Maryland.

Compensation:

Salary is \$69,900 with full benefits through the City of Baltimore.

To Apply:

Closing date for the position is September 28, 2016. Please send a resume and letter of interest to:

T. Sue German, Esquire
Associate Administrator, Family
Circuit Court for Baltimore City
111 North Calvert Street, Room 108
Baltimore, Maryland 21202
sue.german@mdcourts.gov

The Circuit Court for Baltimore City is an Equal Opportunity Employer:

Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that the employee or the Court may terminate the employment relationship at any time, with or without cause. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents, including Baltimore City Personnel Compensation policies.

The Circuit Court is committed to maintaining an Alcohol & Drug Free Work Environment. If selected for the announced position, the applicant will be subject to an alcohol and drug pre-screening as a condition of employment.