FRS JOB ADVERTISEMENT

Job Title: Family Resource Specialist (non-clinical)
Family Recovery Court

Department: Charles County Circuit Court

Work Location: La Plata, Maryland

Salary: $40,000

Closing Date: May 11, 2015

Job Description Summary: This grant-funded position works directly with Family Recovery Court (FRC) participants to provide a wide range of coordination, support, and monitoring. The FRS will perform intake assessments; conduct family needs evaluations; refer participants to ancillary services; perform alcohol and drug testing; work with service providers to monitor participant attendance and compliance; assist with the development of participant case plans; evaluate existing community resources and help develop new community resource providers; attend Drug Court team staffings, FRC hearings, and community outings; enter and review statistical and program performance data utilizing multiple data management systems; and compile reports. The Family Resource Specialist works collaboratively with the Drug Court Coordinator and the Family Recovery Court Judge to achieve program goals and objectives.

Requires an Associate's Degree from an accredited college or university in criminal justice, social work, psychology, public health, corrections, public administration, court administration, business management, or related field; three years of progressively more responsible experience with clinical or non-clinical case management involving social services, mental health, or addiction services clients. Job-related experience may include project or program case management in the fields of addictions, human/family services, health services, public safety, law enforcement, corrections, or court management. *This position is non-clinical and supervision will not be offered for clinical licensing hours.* Excellent computer skills and effective written and oral communications skills required. Must possess a valid driver's license and be available to work evening and weekend hours as required.

This position is employed by the Circuit Court for Charles County, Maryland and works under the direct supervision of the Court Administrator with general oversight provided by the Family Recovery Court Judge. The position is grant funded, and continued employment is contingent upon the availability of funds awarded each fiscal year. Excellent benefits including a defined benefit pension plan, deferred compensation, generous leave, and health care programs. The Charles County Employee Pension Plan honors portability of prior eligible Maryland State and local government services in other defined benefit pension plans. Applicants must submit a completed Charles County Government employment application and resume to be considered for this position. Submit application and resume to the Circuit Court for Charles County, Maryland, Attention: Deborah W. Zrioka, Court Administrator, P.O. Box 3060, La Plata, Maryland 20646. Materials must be received by 4:30 p.m. on the closing date. Faxed copies will not be accepted. All qualified applicants will receive consideration for employment without regard to sexual orientation, race, color, religion, sex, age, national origin, or disability. Applicants who need accommodation for an interview should request this in advance.