

Worcester County Job Opportunities

DEPARTMENT: CIRCUIT COURT- WORCESTER COUNTY

JOB TITLE: FAMILY SERVICES COORDINATOR

COMPENSATION: \$75,000 TO \$90,000 ANNUALLY
*****(*STARTING SALARY DEPENDS ON QUALIFICATIONS AND EXPERIENCE*)**

JOB LOCATION: WORCESTER COUNTY COURT HOUSE, SNOW HILL, MD

WORK SCHEDULE: 8:30AM TO 4:30PM, MONDAY TO FRIDAY

APPLICATION PERIOD: OPEN UNTIL FILLED; PREFERENCE GIVEN TO APPLICATIONS RECEIVED BY APRIL 1, 2025

JOB SUMMARY:

The Family Services Coordinator is a senior level program leader responsible for management, coordination, and delivery of services for the Family Division of the Circuit Court for Worcester County. The coordinator is responsible for oversight of all domestic relations cases filed in the Circuit Court, administering a large multi-year grant, and providing direct oversight of the daily operations of the Family Services Division, including, but not limited to, co-parenting education, self-represented legal assistance, supervised visitation, court ordered services and alternative dispute resolution programs. The use of independent judgment, discretion and strong organizational, communication, technical and interpersonal skills are required. This is an "at will" position and serves at the pleasure of the Court Administrator and County Administrative Judge. Applicants are subject to a background check.

GENERAL REQUIREMENTS:

- Pre-employment background check

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Reviews and screens family and juvenile case filings including to determine the needs of the parties and the Court and ensure preparation of appropriate orders for services.
- Coordinates and monitors referrals in actions assigned to Family Services and makes recommendations to Judge and Magistrate.
- Work with the Judges, Magistrate, and court personnel and the Clerk of the Court to ensure consistent standards and procedures and efficient processing of family law cases.
- Reviews requests for waivers of fees and makes recommendations to Judges and Magistrate.
- Supervises work of Family Law Case Manager/Trust Clerk and Forensic Child Custody Evaluator and assists in supervision of Magistrate's Judicial Assistant.
- Compile, maintain and disseminate information on available public and private family support services.
- In collaboration with the Administrative Judge and Court Administrator, applies for appropriate grants and funding to maintain and increase services in the division. Administers and manages any grants awarded, including quarterly and annual reporting, under direction of Court Administrator.
- Prepares and maintains annual statistical data on services and service delivery and

ensures compliance with the differentiated case management plan.

- Oversees and manages the court's domestic alternative dispute resolution programs including all mediation and settlement conferencing services.
- Participate as the Court Family Services representative on various community and government committees.
- Other duties as assigned by the County Administrative Judge, Family Court Judge, Magistrate or Court Administrator.

QUALIFICATIONS AND SKILLS:

- Knowledge of available community-based service providers and service delivery systems for mental health and substance abuse disorders.
- Experience in developing and administering court and/or family programs.
- Experience in budget and grants management.
- Ability to communicate clearly and professionally in writing and verbally with judges, magistrates, court personnel.
- Ability to establish and maintain effective working relationships with co-workers, community partners and the general public.
- Ability to work with sensitive legal information and maintain confidentiality.

MINIMUM QUALIFICATIONS:

Bachelor's degree in social work, psychology, criminal justice, health services, public administration, or related field, from an accredited university, with at least 3 years of experience in a court/legal system, family services agency, or as a program manager. Preference given for master's degree in social work or psychology from an accredited university. Supervisory experience strongly preferred.

PHYSICAL REQUIREMENTS:

Must be able to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical ability to effectively use and operate various items of office related equipment. Must have the ability to lift and carry stacks of court files.

ADDITIONAL INFORMATION:

This position is funded by a grant from the Maryland Administrative Office of the Courts and administered as a pass-through by Worcester County for the Circuit Court.

TO APPLY:

Applicants must apply online at [Worcester County Employment](#) with a cover letter, resume or CV. Applicants can also send a completed [Worcester County Employment application](#), cover letter, resume or CV to Tburkhead@co.worcester.md.us

Worcester County Government Benefits Information

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

Paid Time Off

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 15 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2024.

Medical Benefits

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

Retirement

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

Part Time Employees

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

Extras for All Employees

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

For more information, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.