

Job Title: 5th Circuit Family Law Permanency Planning Liaison

This circuit position is responsible for monitoring all Child Abuse and Neglect (CINA) and Termination of Parental Rights (TPR) cases (TPR) for the Fifth Judicial Circuit which includes Anne Arundel, Carroll and Howard County Circuit Courts. The Permanency Planning Liaison (PPL) is responsible for ensuring that child welfare cases comply with state and federal requirements. Additionally, the PPL implements related new initiatives, best practices, and recommendations to improve the processing of juvenile cases.

Closing Date: Open until filled.

Essential Functions:

- Maintains the Juvenile Differentiated Case Management Plans and updates when necessary;
- Reviews all pleadings filed in CINA, TPR and Adoption cases;
- Maintains/monitors child consults for compliance;
- Monitors court hearings and orders and reviews for compliance with state and federal requirements;
- Oversees and coordinates Howard County and Anne Arundel county's CINA and TPR alternative dispute resolution programs;
- Travels to circuit courts in Howard and Carroll Counties several times per month and attends regular meetings in Annapolis at the Administrative Office of the Courts;
- Drafts quarterly circuit-wide statistical reports for the Administrative Office of the Courts (AOC);
- Coordinates multi-disciplinary meetings for juvenile cases;
- Assists FCCIP with special projects, conferences, and state and federal reviews (audits);
- Coordinates and schedules meetings between the court, DJS, SAO, OPD, Clerks' Office, Sheriff's Department, CASA, and other related agencies/persons;
- Serves as an informational resource for the courts and related agencies and conducts training on permanency planning;
- Develops and maintains a collaborative working relationship with all child welfare stakeholders (DSS, Title IV-E specialists, CASA, Board of Education, etc.) to ensure a coordinated effort with all child welfare cases;
- Organizes/coordinates services for CINA and DJS cases for Cross Over Youth Project;
- Serves on workshops at AOC including the MDEC Juvenile Committee and the Reporting, Analysis and Data Team (RAD);
- Produces/reviews Odyssey reports for timeline compliance;
- Attends trainings and conferences both in state and out-of-state; and
- Assists the courts with identifying the court related action steps relating to Program Improvement Plans (PIP) for federal reviews, Child and Family Services Reviews (CFSR) and Title IV-E Reviews and assists with implementation.

Knowledge, Skills and Abilities:

- Significant knowledge of CINA related laws and procedures of child welfare case processing.
- Considerable knowledge of child welfare law and policy.
- Considerable knowledge of the court processes for CINA and related TPR and adoption cases.
- The ability to exercise discretion and independent judgement and interpersonal skills to interact effectively with all levels of professionals (judges, attorneys, court personnel, the public, etc.)
- Excellent organizational skills, the ability to establish priorities, be adaptable and multi-task oriented.
- The ability to communicate effectively both orally and in writing, using proper grammar, syntax, and spelling. Must be comfortable developing and making presentations before both small and large groups.
- Ability to analyze situations, identify problems, recommend solutions, and evaluate outcomes.
- Ability to work independently to accomplish tasks, projects and deadlines.
- Computer skills in a Windows environment and able to use Microsoft software such as Excel, Access, Word, Teams and Zoom. Must be familiar with procedures for merging data and uploading and downloading electronic records to database files.
- Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and government regulations. Ability to write reports, business correspondence, procedural manuals, and draft court orders. Ability to effectively present information and respond to questions from groups of managers, clients, customers and the general public.
- Ability to add, subtract, multiply and divide in all units of measure using whole numbers, fractions, decimals. Ability to compute rates, ratio, and percent and to draw and interpret graphs.
- Maintain a valid driver's license.

Experience: Relevant experience includes 2 years' experience in the child welfare system and/or court system. Experience in permanency planning requirements for CINA, TPR and co-committed delinquency cases preferred.

Education: Possession of a Bachelor's Degree in a legal and/or social work field from an accredited college or university. Five years experience within the court system working with CINA cases or 5 years of experience in the Juvenile Court system can be substituted for a degree. Mediation training and experience preferred.

Preferred: Mediation training and experience.

Salary: Starting salary range \$57,625 - \$85,000 and is commensurate with education and experience.

APPLICATION PROCEDURE: Interested candidates should submit a cover letter, resume, and list of three references as a **SINGLE PDF** document to OfficeofCourtAdministration@mdcourts.gov .