

## **FAMILY RESOURCE SPECIALIST**

**Job Title:** Family Resource Specialist

**Department:** Charles County Circuit Court - Family Recovery Court

**Work Location:** La Plata, Maryland

**Base Wage:** \$38,556 Annually

**Job Type:** Full-time; 37.5 Hours per Week; FLSA Non-Exempt

**Closing Date:** August 12, 2019

**Job Description Summary:** The Family Resource Specialist (FRS) works under the direct supervision of the Court Administrator with general oversight provided by the Director of Family Programs and the Drug Court Judge. The drug courts provide a systematic, coordinated, and interdisciplinary approach to substance abuse treatment in a non-adversarial setting. The FRS is responsible for working directly with the individuals participating in the Family Recovery Court (FRC) to help identify their needs, facilitate appropriate referrals to ancillary services and provide timely reports to the drug courts. The FRC provides intensive supervision and support to parents with substance abuse problems that interfere with their ability to provide safe and competent care for their children. The FRS will serve a caseload of up to thirty-five (35) persons for ancillary, non-clinical services.

### **Essential Functions:**

- Handles screening intake procedures for persons referred to the Family Recovery Court (FRC), including initial drug testing;
- Develops cohesive case plans, in collaboration with the Drug Court Team, for treatment, ancillary services, and case management for participants;
- Schedules and monitors substance abuse testing;
- Maintains current, accurate data entries for all program participants, complying with all system requirements, records weekly case notes, and prepares reports for the court;
- Makes referrals and facilitates access to ancillary services for participants, and monitors compliance;
- Collaborates with the Drug Court team to provide rewards and positive reinforcement for treatment progress and to rapidly impose sanctions as motivators to improve compliance;
- Understands, applies and maintains compliance with all federal and state confidentiality requirements for medical, mental health, and substance abuse treatment;
- Monitors program performance through the collection of data regarding compliance by participants and assists the Drug Court Coordinator in determining whether services adequately meet the needs of FRC participants;
- Ensures that timely reports (e.g., from the Department of Social Services' case worker, substance abuse counselor, mental health counselor, etc.) are provided to the Drug Court;
- Attends all FRC staffings and court sessions and presents participant case management summaries to the Court;
- Prepares the court docket based on judicial directives;
- Administers grant-required participant surveys at the prescribed intervals and records the data collected;
- Evaluates the need for additional resources and works with the Drug Court Coordinator to locate and develop new collaborative relationships with a variety of community agencies and service providers;
- Assists the Drug Court Coordinator with organizing family enhancement and community service activities and attends to assist with supervision;
- Works with the Drug Court Coordinator to encourage community organizations and local businesses to offer program incentives;
- Exercises a high degree of confidentiality, judgment, tact, diplomacy and competence in interactions with judges, attorneys, court personnel, services providers, program participants, and the public;
- Assists with facilitating meetings and making presentations;
- Participates in training as required.

### **Qualifications, Knowledge, Skills, and Abilities:**

- Availability to work a full-time court schedule of 8:00 a.m. to 4:30 p.m., Monday through Friday, with the flexibility to accommodate deviations from the standard workday on short notice.
- Capability to research and interpret case law, statutes, and rules with respect to their impact on court operations.
- Detail-oriented with excellent organizational abilities including time management, workload prioritization, and record-keeping accuracy.
- Ability to precisely compose a variety of document types and succinctly convey concepts. Accuracy in spelling, grammar, and punctuation, and the ability to edit work products are essential.
- Even temperament and strong interpersonal skills to work effectively with others in a team-oriented environment.
- Effective oral communication and superior customer service skills, with the capacity to exercise a high degree of tact, diplomacy, professionalism, and competence in dealing with a wide variety of people.
- Ability to simultaneously perform multiple tasks, with minimal supervision, and make independent decisions based on experience, sound judgment, established court policies/procedures, and in accordance with written and verbal instructions.
- Perform well under pressure to meet established timelines and goals with the ability to quickly adapt behavior or work methods in response to new information, changing conditions, or unexpected obstacles.
- Discretion and sound judgment in working with sensitive information to maintain confidentiality.
- Proficiency with Microsoft Office Suite, Outlook, and Windows, with an aptitude for learning software programs related to various case management functions.

### **Education and Experience:**

Requires an Associate's Degree from an accredited college or university in criminal justice, social work, psychology, human services, public health, corrections, public administration, court administration, or related field, with three years of progressively more responsible experience with clinical or non-clinical case management involving social services, mental health, juvenile justice, 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. (Minimum)

Bachelor's Degree from an accredited college or university in criminal justice, social work, psychology, human services, public health, corrections, public administration, court administration, or related field. and a minimum of two years' experience in case management and/or field work in addictions, social work, juvenile justice, mental health, or court management. (Preferred)

Candidates must possess commensurate education, training, and/or experience demonstrating competence in the essential duties, knowledge, skills, and abilities.

NOTE: This position is non-clinical and supervision will not be offered for clinical licensing hours. Licenses and Certificates are not a requirement for employment.

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. Individuals interested in applying for the Family Resource Specialist position may do so by accessing the Charles County Government website:

<http://www.charlescountymd.gov/hr/recruitment/recruitment>

**In addition to completing the online application, candidates must attach a cover letter and current resume to the application to be considered for this position.** Alternatively, one's cover letter, application, and resume may be mailed or hand-delivered to the Circuit Court for Charles County, Maryland, Attention: Deborah W. Zrioka, Court Administrator, 200 Charles Street, La Plata, Maryland 20646. Faxed copies or applications electronically submitted directly to an individual's email address 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 an accommodation for an interview should request this in advance.