



CECIL COUNTY GOVERNMENT POSITION ANNOUNCEMENT

CECIL COUNTY CIRCUIT COURT **FAMILY SERVICES COORDINATOR**

The Circuit Court for Cecil County is seeking a **Family Services Coordinator** with a salary range of \$68,000- \$72,000. This position was created by MD Rule 16-307, which provides that each County Administrative Judge shall appoint a family support services coordinator. Position is responsible for managing and directing all aspects of the Family Support Services Program. Position works under general supervision of Court Administrator and Administrative Judge. Work of this class involves supervisory duties. ***This position is full time contractual and grant funding is contingent upon approval on an annual basis.***

Position requirements: Bachelor's Degree from an accredited college or university preferably in public or court administration, criminal justice or other human services related field. Minimum three (3) years' experience with an emphasis on family law. Experience and knowledge of court operations within the Maryland judicial system. Experience in budget and grant management. Equivalent combination of education and experience may be substituted; valid driver's license.

Essential Functions: Compiling, maintaining, and providing lists of available public and private family support services; Coordinating and monitoring referrals in actions assigned to the family division; Reporting to the County Administrative Judge/Court Administrator concerning the need for additional family support services or the modification of existing services; Develop and administer court-operated services to families and children; Contract with and monitor service providers engaged to operate any of the above developed services on behalf of the court; Conduct or arrange for assessments of individuals and families to determine their needs of the Court in relation to a pending case and make appropriate referrals; Provide or arrange for crisis intervention and emergency assistance to families appearing before the court offer informal counseling and referral for services; Assist the administrative judge in the development of the Court's case management plan as it relates to family and juvenile matters; Coordinate with judges, magistrate, and other Court staff, including the Office of the Clerk, to ensure the proper use of resources and efficient processing of family and juvenile matters; Monitor compliance with court-ordered services and report to the Court; Supervise family division or family services staff; Research and pursue additional funding for family programs and services; Develop and maintain resource materials for judges, magistrate, and court staff; Develop and maintain resource materials for families who use the court and publicize and promote court services among the community; Manage a budget for family services and assist the administrative judge/court administrator in identifying future fiscal needs for family division or family services programs; Prepare a quarterly report on expenditure and program statistics for the Administrative Office of the Courts.

Application Procedure: Please go to www.ccgov.org to complete an application/ submit a resume.

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