

## **Circuit Court for Wicomico County Family Services Coordinator**

**Position:** Family Services Coordinator  
\$55,611-\$65,526 range  
Full County Benefits  
Grant-Funded, At Will, Exempt

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### **General Definition of Work**

The Family Services Coordinator serves at the will of the County Administrative Judge to perform the following duties: Responsible for compiling, maintaining and providing lists of available public and private family support services; manage the administration of programs developed for litigants involved in domestic cases; report to the Family Law Judge or her designee, and the Court Administrator the need for additional family support services or the modification of existing services.

### **Essential Tasks**

*These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

- Develop and administer court-operated services to families including alternative dispute resolution programs, parenting education, substance abuse assessments, custody evaluation services, mental health evaluation services, supervised visitation and monitored exchange programs, services to pro se litigants, domestic violence advocacy programs, child counsel programs, and programs for juvenile offenders and children in need of assistance, and therapeutic treatment services for individuals and families.
- Coordinate contracts with and monitor service providers engaged to operate any of the above services on behalf of the Court.
- In collaboration with Family Law Judge and Court Administrator, apply for appropriate grants and funding to maintain and increase services and/or training in family, juvenile, and child welfare law. Administer and manage any grants upon award under direction of Court Administrator.
- Review cases to determine the needs of the parties and the needs of the Court in relation to a pending case and make appropriate referrals consistent with policy approved by Family Law Judge.
- Establish relationships with community based agencies; facilitate and maintain interagency collaboration.

- Assist the Magistrate or Judge in development and monitoring of the Court's case management plan as it relates to family matters and compliance with Maryland Case Time Standards.
- Work with the local bar association to foster good lines of communication between the bar and the Court on family law issues; provide training to the bar on family law procedures and programs; develop opportunities for members of the bar to participate in the family services program as volunteers, mediators, facilitators, child counsel, etc.
- Coordinate with Judges, Magistrate and other Court staff including the Office of the Clerk, to ensure the best use of resources and efficient processing of family matters.
- Monitor compliance with court-ordered services and report to the Court.
- Research and pursue additional funding for family programs and services.
- Develop and maintain resource materials for Judges, Magistrate, Court Staff, and families who use the court and promote court services.
- Participate in Statewide initiatives and training for development of family support services.
- In collaboration with the Administrative Judge and the Court Administrator, manage budget for family services and identify future fiscal needs.
- Prepare quarterly and annual reports on expenditures and program statistics for Administrative Office of the Courts.
- Attend Scheduling Conferences and, as needed, court.
- Supervise the maintenance of template drafts of:
  - Scheduling Conference Orders
  - Scheduling Conference Reports
  - Co-Parenting Orders
  - Mediation Orders
  - Substance Abuse Evaluation Orders
  - Child Counsel Orders
  - Psychological Evaluations
  - Home Studies
  - Any other Orders as directed by Judge or Magistrate
- Prepare Order and Child Support Guidelines Worksheets as necessary, or direct appropriate staff to do so.

Supervise the Family Services Case Manager, as designated by Court Administrator.

**Knowledge, Skills, and Abilities**

Experience in developing and administering court and/or family programs. Experience or training in family law. Background in family services with knowledge of community programs and resources. Experience writing and managing grants.

Proficiency in Microsoft Suite products, especially Word and Excel.

General understanding of domestic and juvenile case flow as it relates to the Circuit Court.

**Education and Experience**

Juris Doctorate; or Master's Degree from accredited university in field of social work, psychology, human services, law, or related field; or a Bachelor's Degree with equivalent experience.

A comparable amount of training and experience may be substituted for qualifications beyond a Bachelor's Degree.

**Physical Requirements**

Must have the use of sensory skills to effectively communicate and interact with other employees and the public by telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Finger dexterity. Good listening skills.

**Conditions of Employment**

A criminal background check will be required before the successful applicant is hired. The employer reserves the right to reject any or all applicants, re-advertise and/or withdraw the position. Applicants must be United States citizens or eligible to work in the United States. This position is exempt, contractual, and grant funded. The position serves at the will of the County Administrative Judge.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**Special Requirements**

None