

**Circuit Court for Howard County
Position Announcement**

Job Title: Court Social Worker

Position Type: Full Time

Opening Date: September 8, 2022

**Closing Date: Open Until Filled
4th Cut Off February 27, 2023**

Grade/Salary Range: K/\$66,462-\$72,670

**Starting salary commensurate
with education and experience.**

This is professional social work position for the Circuit Court. The social worker will triage family law cases for determination of appropriate case management in family law case, including children in need of assistance (CINA) cases, termination of parental rights (TPR) cases, guardianships, and adoptions. Additionally, the social worker will conduct investigations/evaluations, document review, crisis interventions and other work as directed in all family law case types. The position performs intermediate professional level human services work, which may include supervisory responsibility, under general supervision from an administrative or technical superior.

Essential Functions:

- Gather information and evaluate family law cases, including matters pertaining to custody and access, children in need of assistance (CINA), termination of parental rights (TPR), custody, visitation, adoption, and guardianship both juvenile and adult, which require the knowledge of child development, family dynamics, domestic violence, substance abuse, child abuse, behavioral disorders, and mental illness.
- Triage family law cases for immediate issues which may include drug testing, intimate partner domestic violence screening and risk assessments.
- Plan, manage and conduct child custody evaluations and guardianship/adoption investigations.
- Interview litigants, collateral sources, and various agencies to gather information, which directly relate to appropriate child custody, adoption, and guardianship recommendations, as directed by the court.
- Plan and conduct custody evaluation conferences in which a summary/explanation of evaluation recommendations are presented to counsel/parties with focus on best interest standard and parental strengths and discussion of specific coparenting logistics.
- Conduct home visits throughout Howard County as ordered.
- Work with litigants, counsel and the bench during domestic cases and effectively utilize crisis intervention techniques.
- Plan, manage and conduct, internal court-ordered mediations and/or family meetings regarding child custody and visitation disputes.
- Prepare and present clear, concise, and accurate written and verbal reports to the bench, the bar, and litigants.
- Testify in court as required.
- Maintain confidential information according to legal standards and/or court regulations.

- Manage and track all CINA and TPR cases, including hearings, conferences, mediations to ensure hearings are labeled correctly, heard timely and preparation of court orders.
- Ensure compliance with case time standards in CINA and TPR cases.
- Maintain accurate records and prepare statistical reports related to caseload.
- Manage the parent coordination service and roster for the court.
- Assist coordination and program development regarding co-committed juveniles.
- Work with the Family Law Office regarding overall case management, procedure, and trainings.

Knowledge, Skills and Abilities:

- Knowledge of family law court procedure and legal terminology as they apply within domestic cases.
- Knowledge of overall case management regarding CINA and TPR cases, including Department of Social Services procedures.
- Knowledge of Social Work policies, procedures, and work standards in accordance with statutory mandates, state rules and regulations.
- Experience conducting child custody evaluations and domestic mediations. Has completed a state approved 40-hour basic mediation training program.
- Experience working with high-conflict families within the court system and the ability to work compassionately and respectfully with litigants in crisis.
- Ability to testify in court as needed.
- Excellent verbal, interpersonal, writing, interviewing and organizational skills.
- Professional working knowledge of Microsoft Office.

Experience: Two years relevant Social Worker experience is required; experience working in a court environment is preferred.

Education: Possession of a master's degree from an accredited college or university in Social Work. Current license as LCSW or LSCW-C Clinical Social Worker, OR Maryland licensed graduate or master social worker with at least two years of experience in family dynamics, in accordance with Maryland Rule 9-205.3, is mandatory. Class C Maryland Driver's License required.

Please submit a resume, salary history and references (e-mail preferred) stating the position title by 4:30 pm of the closing date to:

Deidre Barksdale
Circuit Court for Howard County
8360 Court Avenue
Ellicott City, MD 21043
dbarksdale@howardcountymd.gov

The Circuit Court for Howard County is a drug-free workplace and an equal opportunity employer and values diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview may request such assistance in advance of an interview. The candidate selected for this position will be subject to a background check and must be a US citizen or eligible to work in the US. A criminal background check will be done prior to hiring of individual. All new employees will be required to be fully vaccinated as a condition of their employment.