

FAMILY COURT SERVICES COORDINATOR

JOB PURPOSE AND SUMMARY

To supervise, plan, and coordinate the activities of the Family Court program within the Superior Court; to provide objective evaluations and recommend solutions for the disposition of issues concerning custody or visitation in family law cases and waiver of minimum age requirements to marry; and to provide complex staff assistance to the Superior Court Administrator and Superior Court Judges.

The Family Court Services Coordinator receives direction from the Superior Court Administrator.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES:

- Prepares written evaluations and assessments for persons who are requesting, through the Court, custody of children or visitation rights.
- Interviews minors who request waiver of minimum age requirements for purposes of marriage; prepares related recommendations.
- Gathers family and marital history; conducts extensive interviews with clients; assesses client level of emotional and social functioning; recommends appropriate services; maintains detailed client files.
- Collects and analyzes case information available through various social service agencies, law enforcement agencies, child care providers, and through collateral contracts; prepares written evaluations and recommendations.
- Acts as liaison with other county or state agencies; verifies accuracy of family court information received; responds to inquiries regarding policy and procedures; responds to potential crisis situations.
- Responds to questions and provides information to the general public, other agencies and professionals concerning Family Court services; provides information regarding available social service agencies; provides information concerning policies and procedures when a conflict over residential care or visitation rights appears before the Court.
- Recommends and assists in the implementation of goals and objectives for the Family Court; establishes schedules and methods for providing Family Court services; implements policies and procedures; identifies opportunities for improving service delivery methods; participates in budget preparation and administration for the programs.

- Oversees referral of services to outside contractors; ensures compliance with contractual restraints; evaluates contractor performance.
- Reports to and coordinates with agencies responsible for investigation of child abuse and neglect; coordinates the development and the implementation of recommended treatment plans as requested by the Court or client.
- Plans, directs, and coordinates assigned work activities; reviews and evaluates methods and procedures of Family Court services.
- Performs related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Three years of increasingly responsible social case work experience.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in sociology, psychology, or a related field. A Master's degree is desirable.

Knowledge of...principles and practices of family law; principles and practices of family counseling; psychological makeup of both functional and dysfunctional adults and children; principles of psychology and sociology and their application to assessing human behavior; interviewing and counseling techniques; operations, services, and activities of a family court program; pertinent Federal, State, and local laws, codes, and regulations; MS Word or equivalent.

Ability to...utilize various interview and counseling techniques to better understand psychological and emotional characteristics of dysfunctional individuals; evaluate, assess, and formulate child custody plans for families; evaluate and assess client parenting plans submitted to the Court for purposes of obtaining custody or visitation rights; prepare specific recommendations regarding custody or visitation conflicts; utilize modern word-processing equipment and software to type and prepare all reports and correspondence necessary to perform the duties of the position; understand and apply general legal principles, both civil and criminal; resolve potential conflicts through the use of basic problem solving and conflict resolution techniques; investigate the domestic situation of a family; gain cooperation through discussion and persuasion; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including County officials and the general public.