

## Worcester County Job Opportunities

**DEPARTMENT:** CIRCUIT COURT- WORCESTER COUNTY

**JOB TITLE:** FAMILY SERVICES COORDINATOR

**COMPENSATION:** \$75,000 TO \$90,000 ANNUALLY  
\*\*\*(*STARTING SALARY DEPENDS ON QUALIFICATIONS AND EXPERIENCE*)

**JOB LOCATION:** WORCESTER COUNTY COURT HOUSE, SNOW HILL, MD

**WORK SCHEDULE:** 8:30AM TO 4:30PM, MONDAY TO FRIDAY

**APPLICATION PERIOD:** JANUARY 24, 2025

**JOB SUMMARY:** The Family Services Coordinator is a senior level program leader responsible for the processing of all Domestic Relations cases filed in the Circuit Court, administering a large multi-year grant, and managing the daily operations of the Family Services Division. The coordinator plans, develops, and implements all programs and services operated by Family Services Division, including, but not limited to, co-parenting education, self-represented legal assistance, supervised visitation, court ordered services and alternative dispute resolution programs. The use of independent judgment, discretion and strong organizational, communication, technical and interpersonal skills are required. This is an “at will” position and serves at the pleasure of the Court Administrator and County Administrative Judge. Applicants are subject to a background check.

**GENERAL REQUIREMENTS:**

- Pre-employment background check

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:**

- Reviews and screens new case filings including divorce, custody, visitation, child support, name change, and guardianship and prepares appropriate orders for services.
- Reviews requests for emergency hearings and makes recommendations to Judge/Magistrate.
- Reviews requests for waivers of Family Services fees and makes recommendations to Judge/Magistrate.
- Prepares, submits, and manages departmental grants and budget requests, including quarterly and annual reporting.
- Supervises work of Family Law Case Manager/Trust Clerk and Forensic Child Custody Evaluator and assists in supervision of Magistrate’s Judicial Assistant.
- Prepares and maintains annual statistical data on services and service delivery.
- Works in collaboration with court departments and the Clerk of the Court to ensure the efficient processing of family law cases.
- Oversees and manages the court’s domestic alternative dispute resolution programs including all mediation and settlement conferencing services.
- Attends meetings as a representative of the Court locally and statewide.
- Completes assigned tasks accurately and by established deadlines.
- Cross train and back up other staff as needed.

- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism.
- Complies with safety programs, procedures training, fire drills, COOP plans, etc. and works safely.
- Ensures confidentiality of information and records and complies with record retention schedule.
- Adheres to Worcester County Government Personnel Rules & Regulations.
- Other duties as assigned by the County Administrative Judge, Family Court Judge, Magistrate or Court Administrator.

**QUALIFICATIONS AND SKILLS:**

- Knowledge of human behavior and development, interviewing techniques, and social work principles and methods.
- Knowledge of mental health and substance abuse disorders and available community-based service providers and service delivery systems.
- Ability to communicate clearly and professionally in writing and verbally with judges, magistrates, court personnel.
- Ability to establish and maintain effective working relationships with co-workers, community partners and the general public.
- Ability to prepare reports, analyze data, prepare trend analysis, create, and maintain Excel spreadsheets with formulas.
- Ability to ensure confidentiality of information and records.
- Ability to work with sensitive legal information and maintain confidentiality.
- Demonstrated commitment to working with family court litigants.

**MINIMUM QUALIFICATIONS:**

Master's degree in social work or psychology with accompanying licensing (LCPC/LCSW-C) preferred. B.A. or B.S. degree in social work, psychology, health services, or related field from an accredited university, with 1-3 years of experience working in an environment dealing with children and families and/or case management accepted. Knowledge of the operations of the Circuit Court system of Maryland and experience with MDEC/Odyssey case management system strongly preferred. Personnel management experience desired.

**PHYSICAL REQUIREMENTS:**

Must be able to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical ability to effectively use and operate various items of office related equipment. Must have the ability to lift and carry stacks of court files.

**ADDITIONAL INFORMATION:**

This position is funded by a grant from the Maryland Administrative Office of the Courts and administered as a pass-through by Worcester County for the Circuit Court.

## **Worcester County Government Benefits Information**

Worcester County Government offers its employees a comprehensive benefits package, including medical, dental, and vision insurance, paid time off, holidays, retirement plans, and much more! To learn more details about our full range of benefits, please view our Benefits Guide at <https://www.jobs.worcestermd.gov>.

### **Paid Time Off**

Full time employees can accrue up to 248 hours of paid time off in the first year of employment starting on the first full pay period. This includes up to 80 hours of vacation, up to 120 hours of sick, and up to 48 hours of personal leave. The accrual for vacation increases after 6 years and 15 years. Unused vacation and sick leave can be rolled over annually as outlined in the policy details. Full time employees are granted 14 paid holidays in calendar year 2024.

### **Medical Benefits**

Full time employees are eligible for medical, dental, vision, flexible spending account(s), and AFLAC voluntary plans on the first day of the month after date of hire. Please visit our on-line Benefits Guide at the link above for additional details about the plans, co-pays, and premiums.

Full time employees are eligible for county paid life insurance and long-term disability insurance on the first day of the month following six months of employment.

### **Retirement**

All employees budgeted for 500 hours, or more will automatically participate in Maryland State Retirement effective on the date of hire, if not already retired from a Maryland State Retirement system. All employees are eligible to participate in a deferred compensation plan that offers pre-tax and ROTH contribution options. The county provides a \$1 for \$1 match of employee's contributions up to a maximum of \$1,000 per fiscal year as outlined in the plan documents.

### **Part Time Employees**

Part time employees are eligible to participate in the deferred compensation plan on the first day of the month after date of hire. Part time employees are eligible to earn 1 hour for every 30 hours worked of sick leave (up to 64 hours). Sick leave can be taken after a 106-day waiting period.

### **Extras for All Employees**

All employees are eligible to use the Fitness Room at the Worcester County Recreation Center at no cost. All employees have access to an Employee Assistance Program that provides telephone consultations and up to 3 face-to-face visits per year. All employees are eligible for SECU credit union membership.

**For more information**, please view our Benefits Guide at <https://www.jobs.worcestermd.gov> or call Human Resources at 410-632-0090.