

All applicants must complete an application to be considered - those submitting resumes only will not be considered.



Circuit Court Of Jackson County, Missouri

Vacant Position

Date: 04/15/2021

Posting No.: 2021095

Position Title: Specialist, Family Court Resource Service Position No.: 9633

Department: Family Court Resource Services - Kansas City

Work Location: 103 N Main Building, Independence

Work Hours: 8:00 a.m. - 5:30 p.m. Monday thru Friday (Some evenings and weekends required)

Salary: County Paid Position - Non-exempt Grade C7 - \$19.45 Hourly

Salary Range For Internal/Rehire Applicants: \$19.45 - \$29.17 Hourly

EXTERNAL APPLICANTS CLICK HERE TO APPLY; INTERNAL APPLICANTS GO TO EPICORE ESS (The internal application for promotion/transfer may be obtained on the HR ICON on

Lotus Notes) Employment Specialist: **Amanda Riley**. Applicants for clerical positions which require skill testing must be tested for consideration. ALL CURRENT EMPLOYEES APPLYING FOR THESE POSITIONS MUST SUBMIT AN INTERNAL APPLICATION FORM TO HUMAN RESOURCES.

Applications must be received by Human Resources no later than 05:00 PM on 04/29/2021

Earliest closing date on : Job will remain posted until filled

POSITION PURPOSE AND EXAMPLES OF WORK:

To provide and perform advanced and professional social services work including mediation services, parent awareness instruction, therapeutic supervised visitation services; provide information and resources to families involved in family law matters and assist in the development and execution of programming designed to assist the court in resolving cases and support families with pending family law actions.

MAJOR TASK STATEMENTS AND REPRESENTATIVE ACTIVITIES (Percentage of Time): *(The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job; other tasks/duties may be assigned. The area to which the job is assigned will govern which duties apply. Management reserves the right to amend and change responsibilities, work shift/schedule, facility, or department to meet business and organizational needs as necessary, including but not limited to the re-assignment of employees and positions, elimination of positions, and opening, moving, or closing of facilities and units.)*

50% Provide direct and mediation services, (attend Adult Abuse dockets); perform custody/visitation mediation services

- Provide consultation, supportive service information and assistance to clients
- Provide direct therapeutic visitation services
- Teach Parent awareness classes live and online

30% Assist in development and coordinate of FCRS programs and services

- Perform research as needed
- Maintain case management records; draft reports subject to subpoena
- Testify in Court when needed
- Work with court staff and service agencies
- Assist in evaluating programs/recommend program improvements
- Identify, collect and compile data
- Identify, collect and compile data
- Recommend program improvements and content

20% Develop family relations programs

- Identify and solicit complimentary services
- Promote program awareness
- Maintain currency and competency in related theories and practices; attend required training
- Work with service providers.

MINIMUM EDUCATION AND EXPERIENCE:

EDUCATION:

- Graduate degree in a field that includes psychiatry, psychology, social work, counseling or other behavioral science substantially related to marriage and family interpersonal relationships.
- Graduate degree is mandatory pursuant to Supreme Court rule 88.05 and local rule 68.12.

EXPERIENCE:

One year of experience in one or a combination of the following areas:

1. *Mediation and conflict resolution.*
2. *Elementary, secondary, or adult education.*
3. *Counseling.*
4. *Program development.*
5. *Case management.*
6. *Assessment, treatment & evaluation of social and personal issues.*

SPECIAL REQUIREMENTS:

- Must submit to and pass criminal background check in MO & KS.
- Must have valid driver's license from state of residence.
- If driving non-Court vehicle for court business, must have current auto liability insurance and properly licensed vehicle.
- Must be able to provide proof of the above.
- Must have access to reliable transportation during work hours.
- All applicants for this position are subject to testing for illegal drug use prior to appointment.
- Employees in this position are subject to random and reasonable suspicion testing for illegal drug use.

KNOWLEDGE , SKILLS, AND ABILITIES:

Knowledge, skills, and abilities required to function at an acceptable level in the position.

(This job description does not include specific physical requirements necessary to perform the job, such as, carrying, standing and lifting. Such requirements vary from position to position and may be determined by the appointing authority)

Knowledge of modern principles, practices, methods and techniques in one or more of the following areas:

1. *child development.*
2. *domestic violence.*

3. *family systems.*
 4. *conflict resolution.*
 5. *legal system.*
 6. *sexual/physical/emotional abuse dynamics& treatment.*
 7. *substance abuse dynamics &treatment.*
- Knowledge of family related issues in social services.
 - Knowledge of the functions, responsibilities, jurisdiction and/or procedures of the court in relation to Family Court issues.
 - Ability to objectively assess clients.
 - Ability to establish and maintain effective working relationships with others.
 - Ability to make sound decisions in accordance with laws, regulations and court policies and procedures.
 - Ability to relate in a positive fashion to individuals from a variety of cultural, economic and ethnic backgrounds.
 - Ability to operate a personal computer and other standard office machines.
 - Ability to maintain a variety of records and prepare reports from such records.
 - Ability to perform public speaking.

THE COURT IS AN EQUAL OPPORTUNITY EMPLOYER