



Washington Courts Employment Opportunity

Administrative Office of the Courts

PROJECT MANAGER (SENIOR COURT PROGRAM ANALYST) For the Family Treatment Court

Our Mission: Advance the efficient and effective operation of the Washington Judicial System.

The Administrative Office of the Courts (AOC) is looking for top-performing employees who embody its core values of integrity, service excellence, visionary leadership, collaboration and teamwork. It is committed to both employee growth and work-life balance.

Our diversity and inclusion efforts include embracing different cultures, backgrounds and perspectives while fostering growth and advancement in the workplace.

Job #: 2020-37

Status: Regular, Full-Time*

Location: Olympia, Washington

Salary: Range 64: \$67,560 — \$88,644 per year (DOQ)

Opens: December 9, 2020

Closes: Open until filled; first review of the applications to begin December 30, 2020. Preference will be given to complete application packets received by December 30, 2020. Candidates are encouraged to apply early. AOC reserves the right to close the recruitment at any time.

***Duration:** This is a project position and is dependent on continued project funding. Current funding will continue through September 30, 2023. Benefits are included with this position.

The Administrative Office of the Courts is closely monitoring the COVID-19 pandemic and following the state's health and safety recommendations for the community and our employees. We will be conducting our recruitment process remotely.

POSITION PROFILE

The Family Treatment Court (FTC) Project Manager position will manage a federal grant to develop a state team and governance structure to engage and support local FTC operations. This includes providing training on nationally recognized practices to be implemented with fidelity across all FTCs statewide. This position will increase the capacity and utilization of existing FTCs, with a focus on courts in rural communities, to expand access to the treatment and services that families need to improve child, parent, and family outcomes. This position will work collaboratively with the Department of Children, Youth, and Families and the Health Care Authority and manage the work of a small team at AOC.

This is a senior professional level job that works with minimal supervision and applies independent judgment and decision making on complex, and highly technical, major projects. Will supervise and

review the work of other professional staff and support staff.

For more information about the job's typical job duties and responsibilities, click on this [Job Description](#).

DUTIES AND RESPONSIBILITIES

- Work collaboratively with grant partners to establish FTC statewide governance and leadership processes and develop a program charter.
- Responsible for staffing Executive Oversight Committee and Core Planning Team Steering Committee meetings and providing oversight of the Local Family Treatment Court Workgroup meetings.
- Responsible for organizing and planning three FTC All-Site meetings with assistance of the project team.
- Oversee the statewide needs assessment, working closely with the research analyst and local FTC coordinators.
- Develop an action plan, based on results from the assessment, and implement activities identified in the plan.
- Responsible for meeting all federal grant reporting requirements, tracking grant budget and authorizing expenditures.
- Manage work of FTC statewide team, including FTC Training Coordinator, FTC Research Associate and Administrative Secretary.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS AND CREDENTIALS

- A Bachelor's degree; **AND**
- Five (5) years of experience managing all aspects of complex projects or programs.
- *A combination of education and experience demonstrating a working knowledge of the duties, responsibilities and key competencies may substitute for the qualifications listed.*

THE IDEAL APPLICANT WILL ALSO HAVE SOME OR ALL OF THE FOLLOWING KNOWLEDGE, SKILLS OR ABILITIES

- Experience working with family treatment courts or clients with substance abuse disorder
- Working knowledge of child welfare court system and partners
- Compassion for self and others
- Experience working with families who have trauma histories
- Lived experience in the child welfare system
- Excellent listening and collaboration skills
- Federal grant management experience

HOW TO APPLY / APPLICATION REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are encouraged to apply for this opportunity.

The following items are **REQUIRED** for your application to be considered complete. **Note: ALL sections of the Application must be completed, and relevant experience must be on the application.**

1. **Cover Letter** (no more than two pages)
2. **Resume** (chronological)
3. **Judicial Branch/AOC Application for Employment**

The Judicial Branch/AOC Application for Employment can be found at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts; the AOC Application for Employment is located at the bottom of the page.

It is preferred applications be emailed to employment@courts.wa.gov in a PDF format (Word documents are also accepted).

You can also mail your materials to:

Administrative Office of the Courts
Attn: Human Resources
PO Box 41170, Olympia, WA 98504-1170

Faxed copies can be sent to 360-586-4409.

Late applications will not be accepted when a deadline is expressed. The Judicial Branch/AOC Application for Employment can be found at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts; the Application is located at the bottom of the page.

General suggestions for creating a good application packet:

- Read the job posting very carefully. Find out as much as you can about the position.
- Make sure you are very diligent in following all the application instructions. Include all requested documentation.
- Ensure your application and cover letter (if requested) directly address how you meet each of the required and desired qualifications.
- Make sure your application and cover letter reflect your best writing.

The initial screening will be based on the content and completeness of your application, and the materials submitted. All information may be verified and documentation may be required. Applications with comments such as "see attachments" or "N/A" will be considered incomplete.

IMPORTANT INFORMATION

- The workweek may fluctuate depending on workload or agency needs.
- Overnight travel may be required based on business needs.
- This position is not covered under the Fair Labor Standards Act (FLSA).

The AOC is an equal opportunity employer and does not discriminate based on gender, pregnancy, race, color, national origin, ancestry, religion, creed, physical, mental or sensory disability (actual or perceived), use of a service animal, marital status, sexual orientation, gender identity or expression, veteran or military status, age, HIV or Hepatitis C status, or any other basis protected by federal or state law. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Melody Long, AOC Human Resource Office, at (360) 704-4143, or fax (360) 586-4409, or via email to Employment@courts.wa.gov.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and complete the required employment eligibility verification form upon

hire.

SPECIAL NOTE: Before a new hire, a background check, including criminal history, will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job.

ADDITIONAL INFORMATION ABOUT AOC

The Administrative Office of the Courts (AOC) is located in Olympia, Washington, on Interstate 5 between Seattle, Washington, and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two-hour drive of the city.

Great benefits (paid vacation and sick leave; health, life and disability insurance; retirement options and leave for military and civil service), a team-oriented culture, and a balance of family and work-life in a wonderful community are just a few rewards of choosing a career in the judicial branch of Washington State government. We offer leading-edge technology, a broad range of career opportunities, and an opportunity to make a real difference in people's lives.

See www.courts.wa.gov/employ for more information about Washington Courts, Compensation, and Benefits.