



# Washington Courts Employment Opportunity

## Administrative Office of the Courts

### TRAINING COORDINATOR (SENIOR COURT PROGRAM ANALYST) PART-TIME (60% POSITION) 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 #:** 2020-38

**Status:** Regular, Part-Time (60%)\*

**Location:** Olympia, Washington

**Salary:** Range 64: \$40,536 — \$53,186.40 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.

**\*\* (Salary has been adjusted to reflect 60 percent position wage; this position is eligible for benefits.)**

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) Training Coordinator will work closely with the FTC State Team to design interactive and engaging learning opportunities and develop resources to improve fidelity to the national FTC best practices and integrate the use of data into FTC practice statewide. Create a sustainable, statewide FTC training plan, including curriculum and delivery systems, to address turnover in FTC teams. This position will also assist the FTC Project Manager with facilitation of collaborative meetings.

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. May supervise/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

- Provide training and technical assistance to implement the FTC action plan and support alignment of local FTC practice with national standards.
- Work closely with state team to create interactive and engaging learning opportunities and resources that support local update of efforts to improve fidelity and integrate data into FTC practice.
- Design and facilitate the interdisciplinary training components of FTC All-Sites meetings.
- Develop a sustainable training plan, including on-line training modules to introduce new professionals to the core principles, values and vocabulary of FTCs.
- Facilitate a Community of Practice for FTC coordinators and judicial officers to provide opportunities for these groups to learn from each other, problem-solve and build understanding and insight.
- Performs other duties as assigned.

### REQUIRED QUALIFICATIONS AND CREDENTIALS

- A Bachelor's degree; **AND**
- Five (5) years of experience managing projects or programs, with a demonstrated ability to plan and deliver training to adult audiences.
- *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

- Good presentation skills and basic understanding of adult learning concepts.
- 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
- Experience facilitating effective virtual meetings and trainings

### 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](http://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](mailto: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](http://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](mailto: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](http://www.courts.wa.gov/employ) for more information about Washington Courts, Compensation, and Benefits.