



THURSTON COUNTY
invites applications for the position of:

Safe Babies Court Coordinator

SALARY: \$4,532.00 - \$6,028.00 Monthly

OPENING DATE: 11/09/22

CLOSING DATE: Continuous

SUMMARY OF DUTIES:

Please note: This recruitment has been updated to remove the vaccination requirements. If you have submitted your application for this recruitment, your application is being considered and there is no need to reapply.

This employment opportunity will remain open until filled. Thurston County Superior Court reserves the right to close the recruitment at any time. To ensure consideration for this position, please submit your application as soon as possible. First review of applications will begin on November 23, 2022.

PLEASE NOTE: This position is grant funded with anticipated funding to continue through 9/30/2027.

Thurston County is seeking a highly motivated and qualified individual to fill a **Safe Babies Court Coordinator** within Superior Court. This position works within the Superior Court Coordinator classification and is responsible for developing and managing the Safe Babies Program. To read the full classification please click [HERE](#).

These responsibilities include performing moderately complex analytical research and program development and management duties. The Safe Babies Court Coordinator position oversees the daily operations for Thurston County Safe Babies Court, convenes and chairs all policy development and team meetings, oversees the eligibility screening process, record keeping, statistical reporting, program material development, operational program development, and grant management in coordination with court administration. In cooperation with team members, they oversee case coordination of all Safe Babies participants and assists in gathering and distributing monthly progress information to all Safe Babies Court team members.

The Safe Babies Court Coordinator also participates in regular operational and planning meetings for Safe Babies Court and directs the planning and organization of events, meetings, and trainings; performs case flow coordination; coordinates community relations and presentations; directs quality assurance of programs; assists other agencies in coordinating services; and assists outside evaluator with data collection.

The Superior Court Board of Judges recognizes that telework can improve job satisfaction and efficiencies for some Court positions. This position is available for a hybrid telework schedule, as agreed to by Management.

Some additional duties may include but would not be limited to the following:

- Is responsible for generating and assisting with Monthly Reports as required by the grant.
- Participates in special projects and facilitates cross-departmental and interagency collaboration.
- Develops case screening criteria and case management objectives; and develops and implements case planning conferences.

- Evaluates procedures and activities within the scope of assigned functional areas regularly assessing the program and implementing improvement plans.
- Monitors current trends and practices applicable to the area of assignment through continuing education and reading applicable laws and journals.
- Develops program literature such as programs, pamphlets, manuals, forms, handbooks and procedures. Provides support and backup for other court staff. Performs other duties as assigned.
- Manages all aspects of grant reporting and data collection for Safe Babies contract.

QUALIFICATIONS:

- Bachelor's degree in social work, business or public administration, or a closely related field. Additional experience may be substituted for education on a year for year basis.
- Six years of progressively responsible clerical/secretarial experience, four years of which must have been in a legal or court environment. Must have two years of experience managing a major project, demonstrating the ability to work independently and make responsible decisions; and a background in legal terminology, trial calendar terminology and judicial procedures. Must have demonstrated experience in modern office methods and procedures.
- Must be proficient in contract management practices.
- Ability to communicate effectively both orally and in writing with superiors, subordinates, other organizations, attorneys and the general public and to work effectively as a team member or leader with independent committees, commissions, firms and agencies.
- Ability to establish and maintain effective working relationships with officials, employers and the general public.
- Must be able to successfully utilize a personal computer and related software packages to perform word processing, analysis, information retrieval and tracking. Working knowledge with multiple court-related databases is preferred.
- Current Washington State Driver's License or have requested and obtained an appropriate accommodation.
- Must pass a background check.

DESIRED SKILLS:

- Ability to interact with individuals from diverse backgrounds, i.e., ethnic origin, race, gender, class, affectional preference and ability.
- Ability to set clear, professional boundaries and maintain confidentiality.
- Ability to be self-directed yet works effectively as a team with staff and community resources.

OTHER POSITION RELATED INFORMATION:

Questions about this Position?

The contact person for this recruitment is **Edith VanderWal / 360.709.3232**

This position is:

- NOT Represented by a Union
- Eligible for benefits
- Eligible for overtime under the Fair Labor Standards Act (FLSA)
- Contingent upon passing a background investigation

Items required for consideration:

- Application
- Letter of Interest
- Resume
- Supplemental Questionnaire (Applicant Disclosure)

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.governmentjobs.com/careers/thurstonwa>

Position #06R01514
SAFE BABIES COURT COORDINATOR
VD

Thurston County
3000 Pacific Ave SE
Olympia, WA 98501

Safe Babies Court Coordinator Supplemental Questionnaire

- * 1. Have you ever been convicted of a crime?
☐ Yes
☐ No
- * 2. Have you ever had findings made against you in any civil adjudicative (judicial or administrative) proceeding? A "civil adjudication proceeding" is a judicial or administrative adjudicative proceeding that results in a finding of, or upholds an agency finding of, domestic violence, abuse, sexual abuse, neglect, abandonment, violation of a professional licensing standard regarding a child or vulnerable adult, or exploitation or financial exploitation of a child or vulnerable adult under any provision of law, including but not limited to chapter 13.34, 26.44, 74.34 RCW, or rules adopted under chapters 18.51 and 74.42 RCW. "Civil adjudication proceeding" also includes judicial or administrative findings that become final due to the failure of the alleged perpetrator to timely exercise a legal right to administratively challenge such findings.
☐ Yes ☐ No
- * 3. Have you had both a conviction and finding made against you in any civil adjudicative proceeding?
☐ Yes ☐ No
- * 4. Do you have any civil adjudicative proceedings or criminal charges pending?
☐ Yes ☐ No
- * 5. If you answered YES to any of the questions numbered 1-4, please explain below. If you answered NO to ALL questions numbered 1-4, please type N/A.
- * 6. By responding to this disclosure form, applicants understand that an inquiry may be made to the Washington State Patrol or other law enforcement agencies under the Child and Adult Abuse Information Act to determine whether the applicant has any

history relating to crimes against another person or child abuse. I certify under penalty of perjury under the laws of the State of Washington that the foregoing responses are true and correct.

☐ YES

☐ NO

* Required Question