



Thurston County Safe Babies Court Coordinator

SALARY	\$4,532.00 - \$6,028.00 Monthly	LOCATION	Thurston County, WA
JOB TYPE	Regular Full-Time Employee	REMOTE EMPLOYMENT	Flexible/Hybrid
JOB NUMBER	06R01514	DEPARTMENT	Superior Court
OPENING DATE	09/07/2023	CLOSING DATE	10/18/2023 11:59 PM Pacific
FLSA	Non-Exempt	BARGAINING UNIT	N/A

Summary of Duties

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 September 22, 2023.

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:

- 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.
- 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.

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 recruitment?

The contact person for this recruitment is **Sabrina Craig, 360-709-3089**

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

All items are required for consideration:

- Application

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

Benefits

Thurston County provides a comprehensive benefits package to all regular employees. The following is a brief summary of available benefits offered to county employees. Benefits are subject to change and may differ according to collective bargaining agreements. Plan documents and eligibility requirements are provided upon hire. This information is subject to change at anytime.

Health Care Benefits:

Thurston County provides medical, dental, vision and life insurance coverage for all regular full-time employees enrolled in the County's standard plans. For regular part-time employees, who work less than 75% of an FTE, the county pays a pro-rated portion of the cost for medical, dental, vision and life insurance.

Medical

Thurston County provides medical benefits through the Washington State's Public Employees Benefits Board (PEBB). Plan availability is based on county of residence. Each year the County determines the standard and non-standard plans. For standard plans, the County pays the full employee premium.

Dental

Dental plans are provided through the Washington Counties Insurance Fund (WCIF). Employees have the opportunity to choose between two plans, Delta Dental, a preferred provider plan or Willamette Dental, an HMO plan.

Vision

Thurston County employees have Vision Service Plan coverage through the Washington Counties Insurance Fund (WCIF). Employees also have additional vision coverage through their medical plan.

Life Insurance

The County provides each regular, full-time employee with a basic, term life plan of \$36,000 life insurance and \$36,000 accidental death and dismemberment (AD&D) coverage. Additional voluntary, supplemental life insurance and AD&D insurance is available as a payroll deduction.

Dependent Coverage

Eligible dependents may be added to all coverage listed above. Depending upon the bargaining unit, the County pays up to a specific maximum amount toward dependent coverage with the employee paying any amount above the County maximum contribution.

Pension Plans:

Retirement

Eligible Thurston County employees participate in the Washington State Department of Retirement Systems' pension plans (PERS, PSERS, or LEOFF). With the exception of PERS plan 3, all of these plans are "defined benefit" plans with retirement benefits based on your average compensation and earned service credits. PERS Plan 3 is a hybrid plan incorporating both "defined benefit" and "defined contribution" elements. These plans are funded by both employer and employee contributions.

Deferred Compensation

The County offers three voluntary deferred compensation plans for employees who would like to set aside additional deferred tax dollars into a retirement savings plan. Deferred compensation plans are 457 plans as defined by IRS regulations.

Holiday and Leave Programs:

Paid Leave

Thurston County offers two leave plans, Alternative leave and Traditional leave. In the Alternative Leave program, leave is accrued per pay period and may be used for vacation and/or sick leave purposes. Employees in the Traditional Leave program accrue both sick leave and annual leave each pay period.

Thurston County Observed Holidays

Eleven paid [holidays](#) are observed by Thurston County. Depending on union contract, regular employees receive one floating holiday and one Community Service Day each calendar year, or two floating holidays each calendar year.

Other County Paid Benefits:

Long Term Disability (LTD)

The county's long term disability plan provides a monthly benefit of 60% of your monthly base salary up to \$6,000 per month after a waiting period of 90 days of disability.

Employee Assistance Program (EAP)

Employees and immediate family members are eligible to receive **confidential**, professional counseling assessment and referral services through First Choice Health. The employee assistance program can assist and respond to all kinds of requests for counseling assessment and life concerns, such as, relationship concerns, family problems, alcohol and drug abuse problems, financial crisis, identification theft, general stress, caregiver burnout, depression, etc. Services are available 24-hours per day, 7-days per week.

Additional Voluntary Benefits:

Flexible Spending Account (FSA)

Employees can take advantage of Section 125 flexible spending accounts for out-of-pocket health care and daycare expenses. Section 125 FSAs allow you to pay for allowable health-related and/or dependent care expenses with pre-tax dollars.

Short Term Disability

The County's short term disability plan is meant to assist with temporary periods of disability, as well as bridge the 90 day waiting period before the County's Long Term Disability begins. It provides a benefit of 60% of employees weekly base salary up to \$1,000 per week after a waiting period of 30 days.

Worksite Plans:

- Accident Insurance is designed to help pay for costs not covered by employee health insurance when injured due to an accident.
- Hospital Indemnity will pay a lump sum if an employee is admitted to the hospital, and will pay a lump sum for each day your are inpatient, to a maximum of 15 days per year.
- Critical Illness will pay a lump sum if you are diagnosed with certain serious conditions. Cancer, heart attack, and stroke are a few of the listed conditions in this policy.

Electronic Payroll Savings with TreasuryDirect

County employees can invest in TreasuryDirect electronic savings bonds (Series I and EE) by requesting a payroll deduction. Monthly deductions are forwarded to the Federal Reserve, which enables employees to buy and redeem electronic savings bonds directly from the United States Treasury Department.

Public Service Loan Forgiveness Program

Thurston County is a qualified employer under the Public Service Loan Forgiveness Act. Employees may be eligible for federal student loan forgiveness.

Additional Benefits

The County also offers direct deposit, credit union memberships, a Commute Trip Reduction Program, and other miscellaneous benefits.

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Please click [here](#) for more information or visit the Thurston County Benefits website: [Benefits 2023 Thurston County Employee Benefit Plans \(thurstoncountywa.gov\)](#)

Agency

Thurston County

Address

Thurston County
3000 Pacific Ave SE
Olympia, Washington, 98501

Website

<https://www.governmentjobs.com/careers/thurstonwa>

Safe Babies Court Coordinator Supplemental Questionnaire

*QUESTION 1

Have you ever been convicted of a crime?

- ☐ Yes
☐ No

*QUESTION 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

*QUESTION 3

Have you had both a conviction and finding made against you in any civil adjudicative proceeding?

- ☐ Yes
☐ No

***QUESTION 4**

Do you have any civil adjudicative proceedings or criminal charges pending?

- ☐ Yes
- ☐ No

***QUESTION 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.

***QUESTION 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**