



Snohomish County

Family Juvenile Court Improvement Project (FJCIP) Manager

SALARY	\$38.34 - \$46.62 Hourly \$6,645.83 - \$8,081.33 Monthly \$79,749.96 - \$96,975.96 Annually	LOCATION	Everett, WA
JOB TYPE	Full-Time	JOB NUMBER	2024-SSC-1148
DEPARTMENT	Superior Court	OPENING DATE	10/07/2024
CLOSING DATE	10/27/2024 11:59 PM Pacific		

Description

As the FJCIP, you will coordinate the Family/Juvenile Court Improvement Project, ensuring grant project goals are met by leading multi-disciplinary team meetings. You will schedule and facilitate family court planning conferences with court clients, prepare and disseminate documents, and manage case-flow to facilitate timely completion of family law actions and dependency cases by coordinating all parties (social workers, parents, judges, attorneys); preparing final orders and parenting plans; trial setting and preparing UFC cases; and briefing judges within legal guidelines.

SKILLS YOU WILL NEED

To thrive in this role, you must have excellent organizational skills and a professional, collaborative demeanor.

PREVIOUS EXPERIENCE/TRAINING THAT SUPPORTS YOUR SUCCESS

Having some family law experience will help you be successful in this position, as will college coursework in social services or law. A bachelor's degree is preferred but not required.

We are proud to offer an outstanding [benefit](#) package to employees and their dependents. You'll get PERS retirement contributions, excellent medical, dental and vision insurance, with long-term disability, life insurance, and more.

We provide:

- 40-hour work week, Monday through Friday, 8-5
- 10 paid holidays
- Paid sick leave and vacation
- 2 bonus floating holidays.

Selection process:

Applicants must electronically submit an application through Snohomish County's [NEOGOV](#) site. A resume is required.

When your application is complete, verify the information and make sure there is nothing missing. Click on APPLY & SUBMIT and then click on CHECK APPLICATION STATUS. If you have problems with your application, please contact NEOGOV Applicant Support at 855-524-5627.

Anticipated hiring timeline (interview dates to be determined):

1. Application received on or before October 27, 2024
2. Supplemental questions reviewed and scored for qualified applicants
3. Must pass a criminal background check, and professional reference check

BASIC FUNCTION

Responsible for analyzing the service needs and process changes in the family and juvenile law area of Snohomish County Superior Court's Unified Family Juvenile Court Improvement Plan (FJCIP). Develop the plan by coordinating input and feedback as supplied by the applicable judicial and community resources. Prepare grant applications as needed. Develop policy and procedure recommendations regarding Unified Family Court. Research and make recommendations for procedural improvements to enhance customer experience with dependency court processes. Work within the community to build resources and educate providers regarding the Unified Family Court and the WFJCIP

Job Duties

STATEMENT OF ESSENTIAL JOB DUTIES

1. Researches service needs and process changes of the current family and juvenile court operation to determine a hierarchy of needs for the establishment and maintenance of the FJCIP.
2. Partners with the Assistant Administrator to review and update FJCIP policies and procedures for submission to the bench.
3. Manages and improves the FJCIP including program enhancements, training, education, and fulfilling reporting requirements of grantor.
4. Creates case screening criteria and case management objectives; seeks agreement on these objectives among stakeholders; and implement the final product.
5. Coordinates the facilitation of case flow with the Clerk's office, family law facilitator, AAG's Office, parent's attorneys and the Prosecutor's office.
6. Establishes program standards for screening and retaining cases including staffing; refers cases with the applicable judicial staff.
7. Facilitates the coordination of court and community resources to ensure accessibility of the community resource network for participants.
8. Develops additional pro bono legal resources.
9. Provides individual facilitation to cases weekly.
10. Coordinates client services via effective case management principals; reports to judges' applicable case information.
11. Facilitates applicable training and development opportunities for judicial officers to insure compliance with state training requirements.
12. Monitors completion and compliance of court-ordered services, evaluations and referrals; and report to judicial officer the compliance status of applicable parties.
13. Develops and implements measurement criteria as compared to defined benchmarks to assess the success of the program utilizing metrics as a comparison with other jurisdictions.
14. Performs ongoing public relations work; prepares and presents educational seminars; trains volunteers; acts as liaison between clients and various components of the dependency and criminal justice system.
15. Chairs and/or facilitates applicable judicial and/or program committees including presentation of dependency statistics, program analysis, and develops recommendations for program or process improvement.
16. Creates and writes program literature such as program pamphlets, manuals, forms, handbooks and procedures.
17. Creates college intern program; interviews, hires and trains interns to support the program.
18. Performs related duties as required.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in social work, business administration, political science, sociology, or related field; PLUS, two (2) years experience in case management, court administration, program development, social service delivery, OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. A Masters Degree in one of the above fields and supervisory/manager experience are highly desired. Must pass job related tests

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

Applicants must successfully pass a criminal background investigation, reference verification, and if requested, a polygraph examination, psychological examination and physical examination.

Additional Information

KNOWLEDGE AND ABILITIES

Knowledge of:

- Washington State laws, court rules, policies, and procedures pertaining to the operation of courts with a preferred emphasis in family and juvenile court
- effective problem solving techniques
- effective leadership skills and techniques
- sound case management skills and techniques
- grant writing and resource development
- literature, developments, and trends in the social service area
- judicial and criminal justice system
- computer programs and usage

Ability to:

- research and analyze family and juvenile court case management stems
- develop and make programmatic and policy decisions and recommendations which will have a large impact on the direction, scope, and focus of the FJCIP
- identify changes and enhancements to better enable the court to meet the needs of families and juveniles involved with the court processes
- collaborate with a team yet work independently
- express ideas and recommendations effectively orally and in writing
- establish and maintain effective work relationship with clients, families, public and private officials and the general public
- apply abstract principles, guidelines and concepts to concrete work situations
- work with persons from a variety of socio-economic backgrounds
- effectively interview, determine courses of action, and evaluate individual progress
- analyze and present conclusions of complex data to stakeholders
- use advanced Microsoft Office word processing, spreadsheet and database applications

SUPERVISION

General supervision is provided by Superior Court Administration, who reviews work for adequacy of professional judgment, compliance with established goals and policies, and for quality through regular audits and appraisal of results obtained.

WORKING CONDITIONS

The work is performed primarily in an office environment. Exposure to physical hazard occurs occasionally when interviewing hostile clients. The position requires travel, and occasional work outside the standard work day/week.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.
[EEO policy and ADA notice](#)

Agency

Snohomish County

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(425) 388-3411

Website

<http://www.snohomishcountywa.gov/2553>

Family Juvenile Court Improvement Project (FJCIP) Manager Supplemental Questionnaire***QUESTION 1**

Superior Court is interested in creating a diverse pool of candidates for our FJCIP Manager position. To that end, we are interested in receiving applications from candidates who are able to meet the minimum qualifications through a combination of experience, education and training. Please tell us how your experience, education and training have prepared you for this position, given that we are looking for: a. two (2) years of experience in case management, court administration, program development, social service delivery b. Graduation from an accredited college or university with a bachelor's degree in social work, criminal justice, business administration, political science, sociology, or related field

***QUESTION 2**

This position facilitates the "Table of Ten" committee which includes various disciplines such as Assistant Attorney Generals, parent attorneys, judges, and DSHS/social workers. Describe a time you had to facilitate difficult conversations with multiple stakeholders with competing interests. How did you go about this and what was the outcome?

***QUESTION 3**

In our work, we need to be able to gather, record, and analyze statistics, and then use that data as a basis for decisions. Please tell us about your experience with gathering data, analyzing it, and then making recommendations based on that data.

* Required Question