

# **FAMILY COURT SERVICES COORDINATOR**

## **JOB PURPOSE AND SUMMARY**

To supervise, plan, and coordinate the activities of the Family Court program within the Superior Court; to provide objective evaluations and recommend solutions for the disposition of issues concerning custody or visitation in family law cases and waiver of minimum age requirements to marry; and to provide complex staff assistance to the Superior Court Administrator and Superior Court Judges.

The Family Court Services Coordinator receives direction from the Superior Court Administrator.

## **KEY OR TYPICAL TASKS AND RESPONSIBILITIES:**

- Prepares written evaluations and assessments for persons who are requesting, through the Court, custody of children or visitation rights.
- Interviews minors who request waiver of minimum age requirements for purposes of marriage; prepares related recommendations.
- Gathers family and marital history; conducts extensive interviews with clients; assesses client level of emotional and social functioning; recommends appropriate services; maintains detailed client files.
- Collects and analyzes case information available through various social service agencies, law enforcement agencies, child care providers, and through collateral contracts; prepares written evaluations and recommendations.
- Acts as liaison with other county or state agencies; verifies accuracy of family court information received; responds to inquiries regarding policy and procedures; responds to potential crisis situations.
- Responds to questions and provides information to the general public, other agencies and professionals concerning Family Court services; provides information regarding available social service agencies; provides information concerning policies and procedures when a conflict over residential care or visitation rights appears before the Court.
- Recommends and assists in the implementation of goals and objectives for the Family Court; establishes schedules and methods for providing Family Court services; implements policies and procedures; identifies opportunities for improving service delivery methods; participates in budget preparation and administration for the programs.
- Oversees referral of services to outside contractors; ensures compliance with contractual restraints; evaluates contractor performance.

## Clark County, Washington

- Reports to and coordinates with agencies responsible for investigation of child abuse and neglect; coordinates the development and the implementation of recommended treatment plans as requested by the Court or client.
- Plans, directs, and coordinates assigned work activities; reviews and evaluates methods and procedures of Family Court services.
- Supervises and directs the work of administrative staff supporting the Family Court Services Coordinator.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Three years of increasingly responsible social case work experience.
- Equivalent to a Bachelor's degree from an accredited college or university with major course work in sociology, psychology, or a related field. A Master's degree is desirable.

**Knowledge of:** principles and practices of family law; principles and practices of family counseling; psychological makeup of both functional and dysfunctional adults and children; principles of psychology and sociology and their application to assessing human behavior; interviewing and counseling techniques; operations, services, and activities of a family court program; pertinent Federal, State, and local laws, codes, and regulations; MS Word or equivalent.

**Ability to:** utilize various interview and counseling techniques to better understand psychological and emotional characteristics of dysfunctional individuals; evaluate, assess, and formulate child custody plans for families; evaluate and assess client parenting plans submitted to the Court for purposes of obtaining custody or visitation rights; prepare specific recommendations regarding custody or visitation conflicts; utilize modern word-processing equipment and software to type and prepare all reports and correspondence necessary to perform the duties of the position; understand and apply general legal principles, both civil and criminal; resolve potential conflicts through the use of basic problem solving and conflict resolution techniques; investigate the domestic situation of a family; gain cooperation through discussion and persuasion; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in the course of work including County officials and the general public.

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