Idaho Judicial Branch
Position Description

Position Title: District Family Court Services Manager
Effective Date: December 2018
Salary Range/Grade: Grade 15/$48,400 - $62,315 - $74,778
FLSA Status: Exempt - Administrative
EEO Job Category: Professional

General Position Summary:
The District Family Court Services Manager promotes timely and effective resolution of court cases involving children and families in accordance with Chapter 14 of Title 32 of the Idaho Code. The position implements and oversees the coordinated family court services plan, conducts quality assurance of court mandated services, maintains data on services provided to litigants, and coordinates the delivery of a wide array of court services to children and families involved in family court proceedings in a manner that is least adversarial and least intrusive to the family.

The District Family Court Services Manager acts under the direction of district Trial Court Administrator and receives policy guidance from the Idaho Supreme Court and its Administrative Office. The District Family Court Services Manager works to implement effective courts services, including best practices in case management, in the areas of Domestic Relations, Domestic Violence, Guardianship and Conservatorship, Child Protection, and Court Assistance. The District Family Court Services Manager may supervise related district court personnel at the direction of the Trial Court Administrator.

Major Duties and Responsibilities: (The examples provided do not cover all the duties which the incumbent in this position may be required to perform.)

Direct Service Responsibilities:
- Facilitates, oversees, and enhances district wide parent education and mediation orientation programs;
- Completes/provides oversight for case management screening and makes recommendations to the judge and litigants for appropriate use of court resources;
- May conduct evaluation or assessment of individuals referred to family court and make recommendations to judges;
- Screens applications for district service funding and determines eligibility;
- Explains family court service policies and procedures to litigants;
- Provides direct services including but not limited to assistance with parenting plan agreements and parent education to litigants;
- Provides consultation to court connected service providers in the district and recruits and coordinates supervised visitation services;
- Communicates changes to programs, policies, and procedures to providers as well as other court staff including trial court administrators and judges;
- Develops and maintains cooperative relationships among other justice agencies, court-connected service partners and community agencies;
- Identifies any issues or areas of concern and develops recommendation to solve problems;
- Participates on various committees to develop, update, and promote services;
- Maintains updated community resource information for judges and litigants;
- Maintains and prepares files, documents, brochures, and data on programs and services as required;
- Develops and maintains district rosters of service providers.

District Wide Responsibilities:
- Implements statewide best practices, policies, and procedures throughout the district as directed;
- Develops and maintains district budget related to Children and Families in coordination with the Trial Court Administrator;
• Coordinates district grants, reviews services, and provides reports and data as necessary;
• Evaluates district family court services provided and recommends improvements;
• Works with statewide managers, court coordinators, service providers, and other agencies on the delivery of services to litigants and to develop and implement new services;
• Coordinates and conducts training for program staff and service providers;
• Provides clinical supervision to staff as needed and appropriate;
• Performs other duties as assigned.

**Minimum Qualifications:**

**Education and Experience:**
• Master’s degree in Social Work, Counseling, Psychology or a related field and licensure in the State of Idaho;
• Five years of experience providing assessment, evaluation, counseling or treatment to clients, preferably children and families;
• Experience working with the court system, administration, and supervision preferred;

**Knowledge, Skills, and Abilities:**
• Knowledge of the civil and domestic assault and battery criminal justice system model;
• Knowledge of family court rules and national standards for evaluation;
• Knowledge of grant management;
• Knowledge of governmental budgeting;
• Knowledge of modern social service practices;
• Knowledge of individual, group, and family behavior and appropriate decision making;
• Knowledge of interviewing techniques;
• Knowledge of the Idaho Court System and of problem solving courts;
• Knowledge of mediation and facilitation techniques;
• Knowledge of methods of program development, implementation and evaluation;
• Knowledge of adult learning methods;
• Knowledge of effective supervisory practices and procedures;
• Skill in coordinating services and collaborating with a variety of people to meet deadlines and goals;
• Ability to prepare and present information to groups;
• Ability to communicate effectively verbally and in writing;
• Ability to maintain confidentiality;
• Ability to make sound decisions in accordance with laws, regulations, and established policies;
• Ability to negotiate, problem solve, and develop consensus among numerous stakeholders.

The Judicial Branch reserves the right to consider an equivalent combination of education, training, and/or experience necessary to successfully perform the major responsibilities of the position.

**Application Instructions:**
If interested in being considered for this position, please complete the employment application and submit it, along with your cover letter and résumé to hr@idcourts.net or to the Human Resources Office, P.O. Box 83720, Boise, ID 83720-0101. Application materials must be received by 5:00 p.m. MST, Thursday, January 10, 2019.

The Idaho Judiciary is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability, or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify human resources.