

**Superior Court of California
County of Solano
Job Announcement**

**Integrated Domestic Violence Court Case Manager (.75 FTE)
RECRUITMENT #2014-09**

Salary: \$42,295 annually (grant-funded)

CLOSING DATE: January 7, 2015

Job Definition

Under general supervision, the incumbent is responsible for coordinating support counseling, employment, housing and social services for Integrated Domestic Violence Court (IDVC) participants (defendants, victims and their children). Incumbent will also perform ongoing casework management of established cases and maintain records related to participant services. This position is grant-funded, three-quarters-time (75%), unrepresented and exempt from the Fair Labor Standards Act.

Essential Functions (Core Competencies)

- Work effectively as a member of a multi-disciplinary service providing team.
- Assess IDVC participants' needs and create case plans.
- Meet regularly with IDVC participants by providing case management services.
- Attend all IDVC hearings and meetings related to the program.
- Work effectively with diverse IDVC participants.
- Assist IDVC participants in identifying their needs and the resources available to address those needs.
- Effectively communicates issues of concern regarding program participants to IDVC Team.
- Prepares reports regarding participants' progress in treatment and actions taken to maintain stability (e.g. housing, employment, pro-social activities).
- Provides recommendations to the IDVC team regarding participant compliance/non-compliance with treatment goals, plans and court orders.
- Networking in the community to locate resources for IDVC participants.
- Maintain IDVC participant files in accordance with federal and state confidentiality laws and regulations.
- Coordinate and attend Team meetings and draft minutes for each meeting.
- Collect statistical information and prepare required reports.
- Journey-level knowledge of software programs such as Microsoft Word or WordPerfect, Excel, Microsoft Outlook, etc.
- Perform other related work as required by business needs.

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The ideal job applicant will possess all of the knowledge, skills, and abilities (KSAs) listed below, including other KSAs and meet all minimum requirements. A more detailed list of minimum requirements and KSAs is available upon request in the form of a job specification. Reasonable accommodation requests will be considered during the pre-employment testing period and after employment when requested, medically documented, and determined by the court to be appropriate under applicable law.

Knowledge, Skills, and Abilities – The successful applicant will possess the following (KSAs):

Knowledge of:

- Current trends related to domestic violence; family law, including child custody and visitation issues; child development; alcohol and substance abuse dependence and mental health issues in society and criminal justice administration.
- Trial court system and legal terminology related to family and criminal law.
- State and federal statutes and regulations pertaining to participant confidentiality.
- Dynamics of human behavior, including family dynamics.
- Resources available in the community (e.g. housing, employment, public benefits, domestic violence services, substance abuse and mental health treatment services.)
- Basic principles and techniques of employment and social work.
- Methods and techniques of interviewing.
- Modern office equipment, which may include computer, computer programs, fax and copier.
- Methods of case management and recordkeeping.
- Functions, responsibilities, services and activities of public health and welfare agencies.
- Other provider and non-profit community organizations, resources, and social problems.
- Availability of and procedures for obtaining a wide variety of community and governmental services and resources.
- Fundamental requirements of public assistance, employment, and social programs.
- Techniques for dealing with individuals from a variety of socio-economic, ethnic and cultural backgrounds, including those with mental health issues.
- Journey level knowledge of Microsoft Office Suite or similar applications.

Ability to:

- Interview and deal effectively with people from diverse socio-economic backgrounds, temperaments, and mental capabilities.
- Recognize factors causing reaction or changes in a person's condition or behavior.
- Encourage individuals to progress toward independent living, social functioning, appropriate parenting, and completion of the IDVC program.
- Recognize and make referrals to other providers of employment and social services.
- Analyze an individual's situation and needs.
- Develop, prepare, and implement casework plans.
- Prepare appropriate case files, legal and casework documentation including recording relevant information.
- Exercise sound independent judgment within general policy guidelines.
- Organize and manage multiple tasks.
- Exercise discretion and maintain confidentiality of information.
- Exhibit excellent time management skills.
- Perform work that is assigned, scheduled and prioritized by others.

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- Understand and implement verbal and written instructions.
- Write clearly and concisely.
- Communicate effectively verbally and in writing and interact in situations requiring instructional, persuasive, consultative, and motivational skills.
- Assist in de-escalating angry or combative individuals, when appropriate.
- Work in stressful, emotional, and confrontational situations and respond appropriately in crises.
- Establish and maintain professional relationships with participants, children, representatives of the community, employees of County departments, professional staff, and other agencies and the public.
- Prepare mathematical calculations accurately.

Educational and Work Experience Requirements

- Education equivalent to high school graduation or GED;

AND

- At least one year of experience in case managing individuals, working with families in high conflict situations (e.g. parents and children affected by separation or divorce), or working with individuals in a treatment setting (e.g. substance abuse or mental health).

OR

- Bachelor's degree from an accredited college or university in psychology or social work or closely related field.

OR

- Master's degree from an accredited college or university in psychology or social work or closely related field.

AND

- Must possess, by appointment date, a valid California driver's license issued by the State Department of Motor Vehicles.

Desired Qualifications

- Experience in working with families in high conflict situations.
- Experience working in a treatment setting (e.g. substance abuse, mental health, batterers intervention program, or visitation supervision).

Benefits Packages

Solano Superior Court employees are valued. The court offers an excellent benefit package:

- CalPERS retirement (specific benefit determined pursuant to the Public Employee Pension Reform Act of 2013)
- Participation in Social Security, Medicare and State Disability Insurance.
- Medical insurance (plans offered through CalPERS), dental insurance (HMO & PPO plans), and vision insurance with generous employer contribution toward premium;
- Supplemental retirement plan (457 deferred compensation plan through CalPERS);

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- Flexible spending account for qualifying medical, dependent care or transportation expenses;
- Basic life insurance at no cost to employee; employees may purchase additional life insurance for self and dependents;
- Sick leave earned at approximately 9 days per year.
- Vacation earned at approximately 7.5 days per year, increasing at specified intervals.
- Floating holiday (may be prorated first year)
- Employee assistance program available at no cost to employee for self and dependents.
- Longevity pay after 20,800 hours worked.

Physical Requirements and Work Environment

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to walk; stand; sit; use hands to finger, handle, pinch, pull objects; reach with hands and arms; balance; stoop; kneel; crouch; talk, or hear. The employee may need to use stairs occasionally. The employee must routinely lift and/or move up to 10 pounds; may occasionally need to lift and move up to 25 pounds. The employee must have speech and hearing sufficient for communicating in person or by telephone, for presentations, and for giving testimony at court hearings.

While performing assigned duties, the employee is exposed to weather conditions prevalent at the time. The noise and traffic level in the work environment are similar to a busy business office. Reasonable accommodation requests will be considered during the pre-employment testing period and after employment when requested, medically documented, and determined by the court to be appropriate under applicable law.

Recruitment Process

To be considered for this position, job applicants are required to complete and submit:

- an official court application,
- a supplemental application,
- a writing sample of not more than five pages, and

The court application and supplemental application must be signed and dated. **The supplemental application is attached to this job announcement.**

An application screening committee will review application packets. Applicants who are successful in the application packet-screening phase will move on to the interview phase. A panel of subject-matter-experts (SMEs) will conduct a structured oral interview. The panel will review the degree to which each applicant demonstrates the required knowledge, skills, and abilities.

Eligible job applicants will be notified by phone or letter of the date and location prior to scheduling for the examination. An unranked eligible list may be promulgated and may be referred to in filling future vacancies, up to six months after completion of this recruitment process. The court reserves the right to re-recruit rather than select individuals from the unranked eligible list. Reference and background checks are required.

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The job announcement with supplemental question and application forms are available online at www.solano.courts.ca.gov/employment or at the Executive Office at 600 Union Avenue, Fairfield. Applications may be mailed or dropped off at the court **and must be received** by close of business on the final filing date. E-mail, faxes or postmarks are not accepted. Resumes in lieu of the official application form are not acceptable.

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Supplemental Application

for

Integrated Domestic Violence Court Case Manager (.75 FTE)
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INFORMATION AND INSTRUCTIONS

To acquire knowledge of your education, experience and training, the first phase of the selection process for this position will be a review of your application and supplemental application. The information you provide on the court's official application and supplemental application will be used to evaluate your overall qualifications for this position. Based on the results of this evaluation process, candidates will be invited to participate in the interview.

Using this supplemental application, you are required to describe your training and experience that qualify you for this position. You are to provide explicit, but concise, statements in response to the question. It is your responsibility to ensure that information you deem important to your candidacy is included in your response. **Your response is limited to the space provided on the page provided for the question.** In your response, describe ***your own experience***. Do not list the functions of the unit in which your position was located. Do not list the responsibilities of the person to whom you reported. If you have assisted your supervisor or a lead staff person in carrying out functions or responsibilities, clarify how you assisted, and define the degree of authority you exercised.

Both the official court application and the supplemental application must be typed or legibly printed. **Résumés or referrals to a résumé in lieu of a response on this questionnaire are not acceptable.** Applicants submitting illegible or incomplete application packets will be disqualified from consideration.

CERTIFICATION

I certify that all statements made in this supplemental application were written by me are true and complete, and I understand that any misstatement of material fact(s) will subject me to disqualification.

Applicant Signature: _____ **Date:** _____

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1. Please provide a brief description of your related educational and work experience that is relevant to the position for which you are applying. ***(Be specific in describing your duties and the length of time you carried out these functions. Limit applicable comments in response to this question to this page.)***

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2. Attach a writing sample of your own work, not to exceed five pages.

STOP!

DID YOU REMEMBER TO:

- 1. Sign the application?**
- 2. Sign and attach the supplemental questionnaire to the application?**
- 3. Attach your writing sample?**