



**DISTRICT OF COLUMBIA COURTS  
POSITION VACANCY ANNOUNCEMENT**

ANNOUNCEMENT NUMBER: 07-12-050	OPENING DATE: 08-07-12	CLOSING DATE: 08-29-11	OPEN TO ALL APPLICANTS
POSITION: Family Treatment Court Coordinator JS-945-13	TYPE OF APPOINTMENT: Career Service		SALARY: \$89,033 - \$115,742 DC Courts non-judicial employees receive federal retirement and benefits
DIVISION: Family Court	LOCATION: 500 Indiana Avenue, NW	TOUR OF DUTY: Full-time	

**BRIEF DESCRIPTION OF DUTIES:** Incumbent manages the day-to-day operations of the Family Treatment Court (FTC). Develops detailed action plan with objectives, strategies and tasks necessary to implement the FTC. Identifies necessary operating resources such as courtroom, administrative and IT support, and works with the FTC Stakeholder Team to develop and/or modify program components such as target population, eligibility criteria and treatment resources. Supervises and assists in development and implementation of FTC processes, including case management. The FTC Coordinator coordinates case staffing, monitors participant progress in program, including drug testing, schedules monthly stakeholder meetings and represents FTC at intra agency meetings and other public events. Develops training programs on operational procedures, treatment approaches and service provision challenges, as well as a monthly life skills training program for participants. Use of personal vehicle required for most host site visits. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:** Bachelor's degree in criminology, criminal justice, psychology, social work, or business, public or judicial administration plus five (5) years of progressively responsible experience managing a court or community based program for offenders or substance abusers. Certification as an addiction counselor preferred. **Documentation of education (copy of high school diploma, college diploma, transcript, or certifying letter) must be submitted with your application or your application will not be considered.** This position additionally requires the possession and maintenance of a valid motor vehicle operator's permit. You must submit a copy of your Motor Vehicle Operator's Permit with your application. Please submit a copy of your most recent performance evaluation, if available, with your application.

**SUPPLEMENTAL RANKING FACTORS:** The following factors will be used to rate your qualifications for the position. All applicants **MUST** respond to each ranking factor on a separate sheet of paper. Describe experience, education and/or training that indicates your level of qualification for each factor. **Failure to respond specifically to each of the ranking factors will disqualify you from further consideration.**

1. Knowledge of substance abuse, the disease of addiction, intervention strategies, and treatment components of the DC child welfare system including substance abuse and mental health treatment resources.
2. Ability to establish and maintain effective working relationships with a wide variety of personnel, such as court officials, judges, representatives of the child welfare and substance abuse treatment systems and other community stakeholders.
3. Ability to communicate effectively and efficiently orally and in writing in order to develop and administer the FTC, including making oral presentations, writing reports, preparing court documents and designing and developing materials to communicate program rules, operational procedures, as well as other program requirements.
4. Ability to work independently and in a team, to exercise initiative and creativity to perform work, and to handle multiple projects in a time sensitive environment.
5. Ability to collect, analyze and prepare statistical reports based on knowledge of applicable databases, case management operations, and Microsoft applications.
6. Ability to plan and implement a monthly life skills training curriculum for program participants.

**SELECTION PROCESS:** After a review of applications and ranking factors, interviews, writing samples and/or further screening may be required of the highest qualified candidates.

**Submit D.C. Courts Application and Ranking Factor Responses::**

Mail to D.C. Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001;  
Hand-deliver to D.C. Courts, HR Division, Gallery Place (7th Street, NW between H & F Streets), Sixth Floor, Washington, D.C.; FAX to (202)879-4212; email to [jobs@dsc.gov](mailto:jobs@dsc.gov) For a court application, call (202) 879-0496 or visit our website at [www.dccourts.gov](http://www.dccourts.gov).

It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, source of income, or place of residence or business.