



**DISTRICT OF COLUMBIA COURTS
POSITION VACANCY ANNOUNCEMENTS**



ANNOUNCEMENT NUMBER: 02-12-016	OPENING DATE: 03-16-12	CLOSING DATE: Open Until Filled	OPEN TO ALL APPLICANTS
POSITION: Program Manager , 0185-12	TYPE OF APPOINTMENT: Career Service		Salary Range: \$74,872 - \$97,333 DC Courts non-judicial employees receive federal retirement and benefits.
DIVISION: Probate	LOCATION: 515 5th Street NW	TOUR OF DUTY: Full Time	

BRIEF DESCRIPTION OF DUTIES: Incumbent manages the Guardianship Assistance Program, in the Office of the Register of Wills Probate Division, which has jurisdiction over the administration of estates of deceased persons, guardianships of minors, conservatorships and guardianships of adults, and certain trusts. Incumbent will be responsible for monitoring and ensuring the well-being of adults with diminished cognitive ability whom the Court appoints guardians to help with decision making. Manages and oversees the development of the student visitor program which includes serving as agency liaison and field instructor to participating schools of social work at local universities; meets with university field placement offices and staff; determines appropriate case assignments; conducts occasional home and facility visits in the field; conducts weekly case conferences and biweekly peer group conferences; completes student evaluations and provides general feedback and support. Supervises the work performance and activities of one Deputy Program Manager and 10 volunteer students. Reviews and responds to court guardianship reports and other documents in compliance with time standards. Collaborates with local government offices, community agencies, and nursing or assisted living facilities. Consults with appropriate officials to identify duties and gathers information to develop consensus required by the program. Identify issues, and contributes to recommendations for improvement. Performs other duties as assigned.

MINIMUM QUALIFICATIONS: Licensed as a social worker at the independent clinical level (LICSW) plus two (2) years of experience in the social work field exercising independent case judgment. **Proof of licensure and documentation of education (copy of college transcript or degree) must be submitted with your application or your application will not be considered.** 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 candidates' qualifications for the position. All applicants must respond to each ranking factor on separate sheets of paper. Describe experience, training or education that indicates your level of qualification for each factor. **Failure to respond to the ranking factors will disqualify you from further consideration.**

1. Knowledge and practical experience in social work methodology, theory and practice in order to exercise independent judgment and have the ability to train Master Social Work (MSW) students to serve as court-appointed student visitors.
2. Ability to organize, implement and manage an established program with multiple ongoing projects and work activities.
3. Effective oral and written communication and presentation skills, in order to successfully interact with university social work faculty, MSW students, Court staff, the judiciary, government agencies, and the general public.
4. Demonstrated case management experience in monitoring the welfare and well being of persons with diminished mental and/or physical abilities.

SELECTION PROCESS: After a review of applications and ranking factor responses, a structured oral panel interview or further screening may be required of the highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making a final selection.

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
For a court application, call (202) 879-0496, Fax (202) 879-4212 or visit our website at 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.

SUPPLEMENTAL APPLICATION FORM

Ranking Factors Responses

Program Manager

The following four Ranking Factors will be used to rate your qualifications for Program Manager. For each of the four factors, check the statement below that **best** describes your experience, education, and training, and provide the requested verification information. **Select and check only one statement for each rating scale.** *If you need space for your description of experience, please attach additional sheets of paper.*

1. Knowledge and practical experience in social work methodology, theory and practice in order to exercise independent judgment and have the ability to train Master Social Work (MSW) students to serve as court-appointed student visitors.

A. Experience:

- I have no relevant experience in a full time position.
- I have used some of this knowledge as part of a team/unit involved in public agency, organization or community based program.
- I have extensive knowledge and some experience mentoring in a full time position, with monitoring by a supervisor when necessary.
- I have an extensive knowledge as well as substantial expertise mentoring other health care professionals in a full time position and often exercise independent judgment.

Provide a brief description of your experience utilizing this ability, including title of your position and agency. *(If you need space for your description of experience, please attach additional sheets of paper).*

Name and telephone # of a supervisor or manager who can verify this information:

APPLICANT IDENTIFICATION NUMBER: _____

PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.

2. Ability to organize, implement and manage an established program with multiple ongoing projects and work activities.

A. Experience:

- I have not used this ability in a full time position.
- I have some experience in a general office setting where I was responsible for the above factor.
- I have used the above factor over the past four (4) years on a daily basis in a legal environment. I develop schedules and administrative protocols using this knowledge.
- I have extensive experience with this factor where I worked closely with court managers, for five (5) years or more and was exclusively responsible for the above factor.

Provide a brief description of your experience utilizing this ability, including title of your position and agency. (If you need space for your description of experience, please attach additional sheets of paper).

Name and telephone # of a supervisor or manager who can verify this information:

APPLICANT IDENTIFICATION NUMBER: _____

PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.

3. Effective oral and written communication and presentation skills, in order to successfully interact with university social work faculty, MSW students, Court staff, the judiciary, government agencies, and the general public.

A. Experience:

- I have not used this ability in a full time position.
- I have some experience in a general office setting where I was responsible to provide customer service on a limited basis.
- I have two years of experience communicating with persons from diverse backgrounds and educational levels, from multiple levels of authority in a court or legal environment.
- I have more than two years of experience communicating with persons from diverse backgrounds and educational levels, from multiple levels of authority in a court or public agency environment where I am familiar with legal terminology. Oral communication involves individual and small group interactions as well as oral presentations.

Provide a brief description of your experience utilizing this ability, including title of your position and agency. (If you need space for your description of experience, please attach additional sheets of paper).

Name and telephone # of a supervisor or manager who can verify this information:

APPLICANT IDENTIFICATION NUMBER: _____

PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.

4. Demonstrated case management experience in monitoring the welfare and well being of persons with diminished mental and/or physical abilities.

A. Experience:

- I have not had an opportunity to display this ability.
- I have limited experience using this ability. I have performed some of these tasks to a limited degree when assigned.
- I have used this ability working in a position in an agency where I was required to apply these skills on a daily basis.
- I have used this ability working in a position in a court or agency where I was responsible to performed all of these tasks on a daily basis. I have more than five years of experience in this area.

Provide a brief description of your experience utilizing this ability, including title of your position and agency. (If you need space for your description of experience, please attach additional sheets of paper).

Name and telephone # of a supervisor or manager who can verify this information:

APPLICANT IDENTIFICATION NUMBER: _____

PLEASE PUT ONLY THE LAST FOUR NUMBERS OF YOUR SOCIAL SECURITY NUMBER, NOT YOUR NAME.