



EIGHTEENTH JUDICIAL CIRCUIT

OPS EXTERNAL RECRUITMENT

JOB OPPORTUNITY BULLETIN

POSTING START DATE: January 23, 2023

CLOSING DATE: February 3, 2023

CLASS TITLE: Court Program Specialist II - OPS

WORKING TITLE: ECC Family Time Facilitator

F.T.E.: 40 hrs a wk (1.00 FTE)

OFFICE LOCATION: Moore Justice Center, Viera

STARTING SALARY: \$18.30/hr

FUNDING SOURCE: State of Florida

SUMMARY OF POSITION RESPONSIBILITIES:

The OPS (Other Personnel Service) position of the Family Time Facilitator position serves as paraprofessional support to Early Childhood Court (ECC) and the children and families participating in the program. The primary responsibility of this position is coordinating and supervising family time for parents and young children involved with the dependency child welfare system of care who are participating in the Early Childhood Court program. This is responsible work involving a high degree of contact with infants, toddlers, birth parents, primary caregivers, treatment providers, case management, and the public. This position involves working with a court team and community stakeholders. Many of the families involved in the Early Childhood Court program have been affected by substance use disorders, mental health, and domestic violence requiring a high degree of empathy and sound judgment. This position also requires maintaining records and program documentation based on firsthand observations from supervised family time, making assessments and providing positive reinforcement and suggestions to parents, accompanying/transporting children for supervised family time, and supervising family time as scheduled. Work is performed under the direction of the ECC Program Coordinator.

EDUCATION, EXPERIENCE AND TRAINING GUIDELINES:

Bachelor's degree in social work, child development/welfare, psychology, sociology, public/business administration, education, or related human services field with a minimum of two years of responsible, professional experience working with families involved in the dependency child welfare system of care.

Progressively responsible experience may be substituted on a year for year basis for the required college training. Three years of professional, administrative, analytical related work experience.

Must be certified in cardiopulmonary resuscitation (CPR) or attain timely CPR certification. Must possess a valid State of Florida driver's license and meet requirements for auto insurance coverage to transport child(ren), providing proof of liability coverage in the amount of \$100,000/\$300,000 or greater.

KNOWLEDGE, SKILLS AND ABILITIES AND ESSENTIAL FUNCTIONS:

- Provide supervision, set certain parental boundaries, and assess parents' ability to maintain safe family time activities prioritizing child safety. Follow court orders and required safety plans when facilitating and supervising family time.
- Collaborate with associated familial parties and team members to create and implement supervised family time and resolve issues as they arise.
- Operate personal vehicle to aid with family time transportation for child(ren). Responsible for maintenance, and pre-trip vehicle inspections, proof of required liability insurance, and adherence to all traffic laws, including child car seat safety laws.
- Monitor, track, and document family time visits, and any other Early Childhood Court activities, if applicable, for progress within required time frames. Provide court recommendations via testimony at court hearings.
- Participation in Early Childhood Court hearings and family team meetings, providing status reports on progress towards permanency, and ability to answer questions as raised.
- Knowledge of infant/toddler social emotional development and the impact of child maltreatment on infant/early childhood development.
- Proficiency utilizing Microsoft Windows 10 and Office products, specifically Outlook, Word, and Excel.
- Ability to efficiently organize, multi-task, and prioritize work, while meeting deadlines, working independently with minimal supervision, and exercising excellent attention to detail.
- Ability to exercise discretion and confidentiality and represent the Eighteenth Circuit professionally at all times.
- Knowledge of English grammar, punctuation, and spelling. Ability to effectively communicate with individuals of various cultures and socio-economic backgrounds.

WORKING CONDITIONS:

Daily travel may be required. Ability to work flexible hours including late afternoons, evenings, and weekends, as needed, when supervising family time.

Work involves a significant amount of standing, walking, sitting, driving, talking, listening, and reaching with hands and arms. Must be able to transfer up to 25 pounds when carrying a child and utilizing a child safety car seat or carrier.

DESIRABLE QUALIFICATIONS:

Preference will be given to applicants who have previous knowledge and experience with case management, supervised family time, and the child welfare system of care. In addition, to those employees who demonstrate direct working knowledge of supervised visitation, complex trauma, substance use disorders, mental health, conflict resolution, circle of security parenting, infant mental health, and other trainings as required to supplement and enhance a skill set to successfully work with parents and child(ren).

HEALTH INSURANCE:

An OPS/Variable hour employee is eligible for health insurance if:

- 1) at the point of hire, they work 30 hours or more per week on average;
- 2) at the end of their 12-month new hire measurement period, their hours worked averaged 30 hours or more per week; and
- 3) at the end of the 12-month open enrollment measurement period, their hours worked averaged 30 hours or more per week.

OPS/Variable hour employees who work less than 30 hours per week (on average over the defined measurement period) are not eligible for coverage.

LIFE INSURANCE:

OPS/Variable hour employees who work an average of 30 hours or more each week over the defined measurement period may enroll in the \$25,000 basic life insurance and pay the entire monthly premium. They are not eligible for optional term life insurance.

OPS/Variable hour employees enrolled in basic life insurance are eligible to enroll their legal spouse and dependent children in dependent spouse life insurance and dependent child life insurance, respectively.

SUPPLEMENTAL:

OPS/Variable hour employees who are eligible for health insurance, can also enroll in dental, vision and other supplemental insurance plans.

SAVINGS & SPENDING ACCOUNTS:

OPS/Variable hour employees who are eligible for health insurance can also enroll in:

- * a health savings account (if enrolled in a high deductible health plan) and receive the state contribution; and
- * a dependent care FSA * a healthcare FSA * a limited purpose FSA

RETIREMENT:

OPS employees are required to contribute 7.5% of your compensation to the tax-deferred Social Security Alternative Plan through VALIC instead of paying FICA (Social Security) tax to the government. Your account benefits from the opportunity for tax-advantaged growth.

APPLICATION PROCEDURES AND CLOSING DATE:

In order to be considered, a current and complete State of Florida application is required (<https://fcourts18.org/docs/cir/State of Florida Application.pdf>) and **should be submitted electronically, no later than 5:00 p.m. on Friday, February 3, 2023:** **Click Here to Apply Electronically** (Applications containing the verbiage

“please refer to resume” will NOT be considered.)

(Fillable State of Florida application: (<https://fcourts18.org/docs/cir/State of Florida Application.pdf>))

Resumes may be attached as supplemental documentation only and will not be accepted as stand-alone documents. Any submission that does not meet (any) listed requirements, will be deemed incomplete and will not be eligible for further consideration. Applications received after the deadline date and time (**02-03-23 by 5:00 p.m. EST**) will not be considered.

Applicants selected to be interviewed will be contacted by this office no later than, Friday, February 10, 2023. If you have not been contacted by this date, you were therefore not chosen to be interviewed and will receive no further communication from this office. Please be assured that your application received our full attention.

COURT WEBSITE:

<https://fcourts18.org/employment-opportunities/>

EEO

The Eighteenth Judicial Circuit is an equal opportunity employer that actively pursues and hires a diverse workforce. We do not discriminate on the basis of nor manifest by words or conduct, bias or prejudice based on race, color, religion, age (40 or older), sex (including gender identity, sexual orientation, and pregnancy), national origin, language, marital status, socioeconomic status, or disability or genetic information, which does not preclude performance of essential job functions, and reasonable accommodation(s) is provided, as necessary and judicious. If you are a person with a disability who needs an accommodation in order to participate in the application/selection process, you are entitled, at no cost to you, the provision of certain assistance. Please notify Court Administration at 321-633-2171, #3, prior to the application deadline. If you are hearing or voice impaired, please call through the Florida Relay Service (TDD) 1-800-955-8771.

BACKGROUND CHECK

Employment is provisional pending the results of a successful background investigation and fingerprinting. **Must not have any disqualifiers that would prevent working with children.**

E-VERIFY

Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The Eighteenth Judicial Circuit participates in the U.S. Government's Electronic Employment Verification Program (E-Verify) to assist in this required verification process for all state-funded positions. E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (I-9) upon hire within the first 3 days of employment.

PUBLIC RECORDS

All information provided via application packets are considered public record upon submittal, with the exception of information protected or exempt per Florida Statutes or public records exemption rules.

DRUG-FREE

It is an objective of the Eighteenth Judicial Circuit to achieve a drug-free workplace. Any applicant for employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing court service for the Circuit, and the trust placed in our organization by the public.

AT-WILL EMPLOYMENT

Pursuant to 110.205(2)(c) of the Florida Statutes, employment with the State Courts System is not covered under the Career Service System and all employees of the State Systems serve at the pleasure of the appointing authority and do not attain tenure rights, i.e., employees can be terminated with or without cause by the Court.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN, OR DISABILITY. IF YOU NEED AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THE RECRUITMENT PROCESS, PLEASE CALL THE CONTACT PERSON AT THE NUMBER INDICATED ABOVE. PERSONS USING A TDD MAY CALL CONTACT PERSON THROUGH THE FLORIDA RELAY SERVICE (TDD) 1-800-955-8771.