

## Wesley House Family Services

### Position Description

**Position Title:** Court Liaison

**Department:** CBC

**Purpose:** The Court Liaison position is a full-time position structured toward providing the FCM's with wrap-around support, primarily with judicial hearings. The Court Liaison would be assigned to all Miami-Dade County judicial divisions and to Monroe divisions on a case by case basis. The court liaison, along with the program administrator over this area, will meet with assigned CLS attorney for each division, weekly, to review all upcoming court hearings, and to confirm that all necessary court documents have been filed. The court liaison will be responsible for drafting a "staffing agenda" on a weekly basis, attending all court hearings, reporting recommended findings and updates to the court, preparing and uploading court memos to FSFN for every court hearing, and following up with scheduling calendar invites for all upcoming court hearings to keep FCM's informed

**Reports To:** Permanency and Legal Counselor

**Funded By:** Citrus

**Classification:** 1.0 FTE

#### Responsibilities:

- Continually staff court cases with case managers, service providers, CLS and GAL Office, to ensure accuracy of all information being presented to the judiciary and that the same is current.
- Meet with program administrator and FCM team, CLS attorney and GAL attorney for weekly docket staffings to review and prepare for upcoming court hearings.
- Provide training to staff and clients regarding court processes and appropriate court-room behavior.
- Obtain copies of court dockets and notify FCM and FCMS of all upcoming hearings, by tracking and calendaring dates for all court hearings.
- Maintain communication with staff regarding due dates and deadlines for the filing of all court documents.
- Notify program administrator and FCM team of all follow ups resulting from court hearings and schedule deadlines for the same.
- Provide assistance and support to the FCM team by completing home visits for OTI cases on and as needed basis.
- Provide assistance to the permanency specialist with documentation and permanency staffings on an as needed basis.
- Complete Diligent Search Inquiries and Prepare Diligent Search Affidavits.
- Track Judicial Review timeframe compliance and ensure that judicial reviews are filed timely.

### Agency Responsibilities:

- Comply with Wesley House Personnel and Finance policies, Ethical Standards and Wesley House Confidentiality requirements
- Perform all activities, job duties and responsibilities and functions in an accurate and efficient manner with respect and appreciation for the culture, traditions, languages and practices of the persons served
- Follow the guidelines regarding the reporting of unethical actions or practices as outlined in the Wesley House Family Services Personnel Manual
- Advocate Wesley House Family Services and its mission in the community and support agency sponsored events
- Attend all state and local meetings, workshops and conferences and participate in training and professional development as required
- No documented instances of a breach of duties with established principles, standards, contractual and legal requirements
- Wesley House Family Services assets are safeguarded and used according to agency policies and procedures
- Responsible for accurately completing individual timesheet
- Perform other duties as assigned

### Performance Measurements:

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Qualifications:

- Bachelor’s degree in social work or related area of study such as Psychology, Sociology, Criminal Justice, Child Development, Family Studies
- Two years’ experience in dependency court
- Child Welfare Case Manager (CWCM) certification preferred but not required
- Successful completion and passing score on the required pre-service training post test
- Obtain the required child welfare certification within one year of the post test.
- Demonstrate independent decision making and flexible scheduling.
- Ability to prioritize many tasks and meet deadlines.
- Demonstrate a passion for ensuring children have safe, loving families in which to grow.
- Possess excellent written and verbal skills.
- Demonstrate use of technology in daily work activities.
- Demonstrate proficient use of software programs such as Word, Excel and Outlook.
- Physically Active Work. Exerts up to 30 Lbs. of force and/or lifting occasionally.
- Valid Florida Driver’s License
- Valid Florida Auto Insurance
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Intent and Functions of Position Description

Job descriptions assist Wesley House Family Services in ensuring that the hiring process is fairly administrated and that qualified employees are selected. They are also essential to an effective performance appraisal system and related promotion, transfer, layoff, and termination processes.

All job descriptions have been reviewed to ensure that only essential functions have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills and abilities included have been determined are the minimal standards to successfully perform the required functions. In no instance, however, should the duties, responsibilities and requirements delineated be interpreted as all-inclusive. Supervisors may assign additional functions and requirements as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled persons. However, no accommodations will be made which may pose serious health or safety risks to the employee, other employees, persons served or which impose undue hardships on Wesley House Family Services.

Job descriptions are not intended as and do not create employment contracts. Wesley House Family Services maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law and at any time.

I have received and reviewed this Position Description on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_.  
(Month) (Day) (Year)

\_\_\_\_\_  
Court Liaison (Signature)

\_\_\_\_\_  
Permanency and Legal Counselor (Signature)

\_\_\_\_\_  
Court Liaison (Print)

\_\_\_\_\_  
Permanency and Legal Counselor (Print)