



## OFFICE OF COURT ADMINISTRATION

### JOB VACANCY NOTICE

**Posting Date:** November 2, 2021

**Job Listing Identification Number:** 14913244

**State Job Title:** Program Specialist II

**Agency Job Title:** Early Intervention Court Liaison

**Monthly Salary:** \$4,332.08 – \$5,370.75

**Remarks:** Salary commensurate with experience.

**Closing Date:** Until Filled

**State Class. No. and PayGroup:** 1571/B18

**FLSA Status:**  Exempt  Non-Exempt

**Location:** Galveston, Texas

**Type of Job:**  Full Time  Part Time

**Travel Required:**  Yes 20%  No

#### Job Description:

Performs moderately complex (journey-level) consultative services and technical assistance work serving as a liaison between the local child protection court and the parent and family support services in one of three target communities. Work involves planning, developing, and implementing the liaison program and providing consultative services and technical assistance to program staff, government agencies, community organizations, and/or the general public. The EICL will increase local prevention capacity through establishing working relationships between local child protection courts and family support programs. May provide guidance to others. Works under general supervision, with limited latitude for the use of initiative and independent judgment.

Target Community: Galveston County.

#### Essential Job Functions:

- Serves as a liaison to staff, government agencies, community organizations, or the general public to explain and provide technical assistance on program specifics and requirements.
- Develop and nurture relationships with community resources and services that provide support to families, to create and maintain a community system of care for young children and their families.
- Support the local child protection court and help develop prevention service capacity in targeted communities through connection to local referral networks to better connect and inform families of services available.
- Identify and maintain an updated list of resources and identify gaps in needed community resources so the broader community can grow to meet these needs over time.
- Identify opportunities to seek input from stakeholders, including parents, on future directions of the program and develop processes to ensure ongoing stakeholder input is received. Incorporate

stakeholder feedback into planning. Develop and maintain positive working relationships with external stakeholders.

- Assist courts in identifying opportunities for parent navigation, kinship navigations and other peer leadership and support programs.
- Attend and represent OCA at selected early childhood professional organization meetings to help bring judicial and legal voice to local community collaborations around family support and prevention work and to network with community family support programs.
- Identify opportunities to align community work and services with Family First Prevention and Services Act.
- Conduct readiness and local needs assessments to determine feasibility for implementation of specialty courts, such as infant/toddler or family drug court
- Performs related work as assigned and complies with all OCA policies

### **Minimum Qualifications:**

- Graduation from an accredited four-year college or university. Relevant experience may be substituted for education on a year-for-year basis.
- Experience in child protection courts, public health, or early childhood and family services.
- Experience in networking and building successful stakeholder relationships.
- Ability to convey complex information orally and in writing in varied formats for multiple, diverse audiences.
- Considerable knowledge of and background in early childhood development or related field.
- Skill in the use of computer equipment, word processing, and spreadsheet software, and automated systems.
- Strong communications skills in writing and presenting required.
- Experience overseeing projects throughout the life cycle including development, implementation, monitoring, and evaluation.
- Ability to establish, define, and set priorities.
- Experience working in multi-disciplinary groups.
- Ability to establish and maintain effective working relationships to gain and keep a high level of trust, confidence, and respect.

### **Preferred Qualifications:**

- Master's degree.
- Bilingual in English and Spanish.
- Knowledge and experience in project management techniques.
- Experience in and/or knowledge about child protection courts, public health, and early childhood and family services.
- Experience in networking and building successful stakeholder relationships.
- Strong knowledge of local family resources.
- Ability to gather, assemble, correlate, and analyze facts; devise solutions to problems; manage projects; develop and evaluate policies and procedures; prepare briefings, reports and other communications; and communicate effectively in a fast-paced environment.
- Ability to work effectively in interdisciplinary groups.
- Skill in researching, analyzing and evaluating multiple and complex program policy issues.
- Ability to work within a team structure, and positively adapt to team growth and organizational change.
- Ability to develop creative and workable solutions to complex problems.

## Employment Conditions:

- Ability to work in a virtual environment, with means to travel to court and meet with community providers, when necessary.
- Operate office equipment and computer systems.
- Adhere to the Code of Judicial Conduct pertaining to the activities of court personnel.
- May require some lifting, up to 20 pounds.
- Valid Texas driver's license required to operate motor vehicle to conduct court liaison business.

## Note:

The following Military Occupation Specialty (MOS) codes are generally applicable to this position. Applicants must fully complete the summary of military experience applicable to the position to determine if minimum qualifications are met.

1571, OS, PERS

Additional Military Crosswalk information can be accessed at

[https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC\\_ProgramManagement.pdf](https://hr.sao.texas.gov/Compensation/MilitaryCrosswalk/MOSC_ProgramManagement.pdf)

## To Apply:

**All applications for employment with the Office of Court Administration must be submitted**

**electronically through [www.WorkinTexas.com](http://www.WorkinTexas.com)**. Applications must be complete, including start and end dates of work experiences. Following a screening of applications, interviews of qualified applicants who have submitted a completed state application will be scheduled.

An applicant's response to the question regarding Former Foster Youth on the state application is optional if you are applying for employment with the Office of Court Administration.

The Office of Court Administration is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age or disability in employment or in the provision of services. In compliance with the Americans with Disabilities Act, any request for reasonable accommodations needed during the application process should be communicated to Human Resources. 1-800-RELAY TX (for hearing impaired).

The Office of Court Administration participates in E-Verify and will provide the Social Security Administration, and, if necessary, the Department of Homeland Security, with information from each new employee's Form I-9 to confirm work authorization.

Section 651.005 of the Government Code requires males, ages 18 through 25, to provide proof of their Selective Service registration or of their exemption from the requirement as a condition of state employment.