



Washington Courts Employment Opportunity

Administrative Office of the Courts

CHILD WELFARE TRAINING AND COURT IMPROVEMENT SPECIALIST (SENIOR COURT PROGRAM ANALYST)

Our Mission: Advance the efficient and effective operation of the Washington Judicial System.

The Administrative Office of the Courts (AOC) is looking for top-performing employees who embody its core values of integrity, service excellence, visionary leadership, collaboration, and teamwork. It is committed to both employee growth and work-life balance.

Our diversity and inclusion efforts include embracing different cultures, backgrounds, and perspectives while fostering growth and advancement in the workplace.

- Job #:** 2021-20
- Status:** Regular, Full-Time*
- Location:** Olympia, Washington
- Salary:** Range 64: \$67,560— \$88,644 per year (DOQ)
- Opens:** March 18, 2021
- Closes:** Open until filled; first review of the applications to begin April 2, 2021. Candidates are encouraged to apply early. AOC reserves the right to close the recruitment at any time.

***This is a grant-funded position and is dependent on continued grant-funding.**

The Administrative Office of the Courts is closely monitoring the COVID-19 pandemic and following the state's health and safety recommendations for the community and our employees. We will be conducting our recruitment process remotely.

POSITION PROFILE

The Child Welfare Training and Court Improvement Specialist works closely with the Court Improvement Program Supervisor to provide a comprehensive education and court improvement program to promote justice in the dependency court system. The ability to facilitate and engage diverse groups is an essential skill for this position.

This is a senior professional level job that works with minimal supervision and applies independent judgment and decision making on complex, and highly technical, major projects. May supervise/review the work of other professional staff and support staff.

Detailed information (scope of responsibility, essential activities, and key competencies, etc.) can be found by viewing the [Job Description](#) at Washington Courts [Careers](#), under Current Openings, click on Washington Courts and the Announcement.

DUTIES AND RESPONSIBILITIES

- Design and deliver interdisciplinary training in collaboration with court system partners, including the annual Children's Justice Conference.
- Participate in and facilitate statewide multidisciplinary stakeholder groups, providing continuous quality improvement support.
- Work with Jurist in Residence to co-design and deliver a sustainable judicial education program with virtual and in-person training components.
- Engage local courts/systems to create interactive learning opportunities and develop resources that encourage the application of data in court improvement efforts.
- Develop and facilitate communities of practice to provide opportunities for groups to learn from each other, problem-solve and build understanding and insight.
- Support implementation of the Court Improvement Program strategic plan, including collaboration with the Department of Children, Youth, and Families on joint projects. This work includes addressing racial disproportionality and injustice for children and families encountering the child welfare system.
- Collaborate with Washington State Center for Court Research to develop and monitor data and engage courts and court leadership in continuous quality improvement.
- Build out communication and website information regarding innovation and training.
- Support AOC as a subject matter expert regarding proposed legislation and impact on juvenile courts.
- Performs other duties as assigned.

REQUIRED QUALIFICATIONS AND CREDENTIALS

A Bachelor's degree; **AND**

Five (5) years of experience managing projects or programs, with a working knowledge of child welfare and court systems, and a demonstrated ability to facilitate and train adult audiences.

A combination of education and experience demonstrating a working knowledge of the duties, responsibilities and key competencies may substitute for the qualifications listed.

THE IDEAL APPLICANT WILL ALSO HAVE SOME OR ALL OF THE FOLLOWING EXPERIENCE, EDUCATION, KNOWLEDGE, SKILLS OR ABILITIES

- Good presentation skills and basic understanding of adult learning concepts
- Attorney with juvenile court experience
- Working knowledge of child welfare court system and partners
- Compassion for self and others
- Experience working with families who have trauma histories
- Lived experience in the child welfare system
- Excellent listening and collaboration skills
- Experience facilitating effective virtual meetings and trainings
- Curiosity, inquisitiveness, and interest in applying research to practice

HOW TO APPLY / APPLICATION REQUIREMENTS

Interested applicants who meet the qualifications and competencies in this announcement are

encouraged to apply for this opportunity.

The following items are **REQUIRED** for your application to be considered complete. Note: ALL sections of the Application must be completed, and relevant experience meeting the qualifications must be reflected on the application.

1. **Cover Letter** (no more than two pages)
2. **Judicial Branch/AOC Application for Employment**

A chronological resume may be submitted as a supplement; but not a substitute for a fully completed application.

The Judicial Branch/AOC Application for Employment can be found at www.courts.wa.gov/employ, under Current Openings, click on Washington Courts; the AOC. Application for Employment is located at the bottom of the page. Late applications will not be accepted when a deadline is expressed.

Please email all application materials to: employment@courts.wa.gov in a PDF format (Word documents are also accepted).

Application materials will also be accepted by regular mail or by fax:

**Administrative Office of the Courts
Attn: Human Resources
PO Box 41170, Olympia, WA 98504-1170**

Fax number: (360) 586-4409

General suggestions for creating a good application packet:

- Read the job posting very carefully. Find out as much as you can about the position.
- Make sure you are very diligent in following all the application instructions. Include all requested documentation.
- Ensure your application and cover letter (if requested) directly address how you meet each of the required and desired qualifications.
- Make sure your application and cover letter reflect your best writing.

The initial screening will be based on the content and completeness of your application materials. Applications with comments such as "see attachments" or "N/A" will be considered incomplete.

IMPORTANT INFORMATION

- The workweek may fluctuate depending on workload or agency needs.
- Overnight travel may be required based on business needs.
- This position is not covered under the overtime provisions of the Fair Labor Standards Act (FLSA).

The AOC is an equal opportunity employer and does not discriminate based on gender, pregnancy, race, color, national origin, ancestry, religion, creed, physical, mental or sensory disability (actual or perceived), use of a service animal, marital status, sexual orientation, gender identity or expression, veteran or military status, age, HIV or Hepatitis C status, or any other basis protected by federal or state law. Persons of disability needing assistance in the application process, or those needing this

announcement in an alternative format, please contact Melody Long, AOC Human Resource Office, at (360) 704-4143, or fax (360) 586-4409, or via email to Employment@courts.wa.gov.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and complete the required employment eligibility verification form upon hire.

SPECIAL NOTE: Before a new hire, a background check, including criminal history, will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the job.

ADDITIONAL INFORMATION ABOUT AOC

The Administrative Office of the Courts (AOC) is located in Olympia, Washington, on Interstate 5 between Seattle, Washington, and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park to the west, and Mt. Rainier to the east. Mount St. Helens and the Pacific Ocean beaches are within a two-hour drive of the city.

Great benefits (paid vacation and sick leave; health, life and disability insurance; retirement options and leave for military and civil service), a team-oriented culture, and a balance of family and work-life in a wonderful community are just a few rewards of choosing a career in the judicial branch of Washington State government. We offer leading-edge technology, a broad range of career opportunities, and an opportunity to make a real difference in people's lives.

See www.courts.wa.gov/employ for more information about Washington Courts, Compensation, and Benefits.