

CIRCUIT COURT FOR BALTIMORE CITY

Court Medical Services

The Circuit Court for Baltimore City, Court Medical Services has a **position** for a **Social Worker**, to perform investigations, fact finding inquires and family assessments for the Family Division of the Circuit Court.

Under the direction of the Program Manager, the Custody Investigator will have the following responsibilities:

- Conduct fact finding interviews of court involved parties, family members, household members and other collateral sources.
- Conduct fact finding interviews of children involved in custody/visitation and adoption matters
- Conduct home visits/home investigations for study of living conditions and suitability of housing.
- Obtain and evaluate collateral source documentations, (i.e. Police reports, CPS reports, School records, Medical records, mental health records etc.)
- Conduct custody and visitation assessments on court involved parties
- Conduct parental fitness and mental health evaluations on court involved parties
- Provide written court reports to Judges and Magistrates of the Family Division under specific deadline
- Provide verbal testimony at Court hearings, as requested.
- Perform other duties as assigned.

Qualifications:

- **LGSW, LCSW, LCSW-C**
- Understanding of engagement and investigatory techniques
- Understanding of family dynamics
- Must be able to work with diverse populations.
- Must be able to meet assigned deadlines.
- Must possess a valid driver's license, clean driving record and independent transportation
- Must be able to use Microsoft Word and/or other word processing programs efficiently.
- Excellent organizational skills, Detailed oriented

Compensation: Salary range \$50,927- \$62,096. This is a full-time position with benefits.

To Apply: Please send resume, cover letter, and writing sample postmarked by **Friday, July 21, 2017** to:

Ms. Gwen Henderson, Human Resource Officer
Circuit Court for Baltimore City
Administrative Office
111 N. Calvert Street, Room 200
Baltimore, Maryland 21202
Fax: 410-625-2766

The Circuit Court for Baltimore City is an Equal Opportunity Employer.

Circuit Court employees are *at-will* employees and serve at the discretion of the Administrative Judge. This means that the employee or the Court may terminate the employment relationship at any time, with or without cause. The *at-will* relationship remains in full force and effect notwithstanding any statements to the contrary made by court personnel or set forth in any documents, including Baltimore City Personnel Compensation policies.

The Circuit Court is committed to maintaining an Alcohol & Drug Free Work Environment. If selected for the announced position, the applicant will be subject to an Alcohol & Drug screening as a condition of employment.