CIRCUIT COURT FOR PRINCE GEORGE'S COUNTY
invites applications for the position of:

Intake Specialist (G-21)

SALARY:	$25.00 Hourly
DEPARTMENT:	Family Justice Center
OPENING DATE:	01/24/23
CLOSING DATE:	Continuous

NATURE AND VARIETY OF WORK:

The incumbent, under the supervision of the Director of the Prince George's County Family Justice Center (PGFJC), will provide advocacy-based and client-centered support to survivors of domestic violence, sexual assault, human trafficking, and or elder abuse during the ***(PGFJC) extended hours of operation, Thursday and Friday evening (4 hours per day) and Saturday (10 hours).***

EXAMPLES OF WORK:

Duties include but are not limited to:

- Conducts intake interviews, obtains an extensive client history, determines clients' needs, and develops suitable options to facilitate healing and recovery.
- Reviews all available services with clients and links them for selected partner services.
- Provides crisis intervention and safety planning to prospective and current clients.
- Refers clients to agencies that provide supplemental services.
- Generating required forms, reports, and any other documents used in the intake process.
- Enters requisite data into the PGCFJC client database.
- Maintains case files with appropriate forms.
- Collects and maintains accurate client data for grant reports.
- Presents well-prepared, organized, and clear reports to the director, court administration, committee meetings, and community outreach.
- Develops and maintains productive working relationships with internal and external partners and other community stakeholders.
- Works as a team member with other partners co-located in the PGCFJC.
- May be required to use automated equipment in conjunction with assigned duties and responsibilities.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Bachelor's degree in business or public administration, social services, sociology, psychology, or other related fields, plus one (1) year of counseling experience; or an equivalent combination of education, training, and experience.

Preferred Experience

- Have at least three (3) years of experience in domestic violence, sexual assault, human trafficking, and/or elder abuse.
- Ability to communicate effectively with people from diverse cultures and backgrounds.
- Must be a self-starter with a high level of attentiveness to detail.
- Possess outstanding customer service skills as well as excellent interpersonal, verbal, and written communication skills.
- Must be organized, efficient, and detail-oriented.
- Has an interest in working with a targeted population.
- Microsoft Office Suite knowledge is required as well as the ability to learn the PGCFC's Case Management System.
- Comfortable working in urgent and high-energy work environments.

ADDITIONAL INFORMATION:

Assessment
Applicants may be required to pass a written exam.

Funding Source
This is a part-time 100% grant-funded position with benefits.

Additional Information
Beginning December 29, 2021, all new employees are required to be fully vaccinated as a condition of their employment. Full vaccination status requires that two (2) weeks have passed since the employee's second Pfizer or Moderna vaccination shot, or since the one (1) Johnson and Johnson vaccination shot. Religious and medical exemptions will be made on a case-by-case basis, upon notification of the request.

This new condition of employment is consistent with other state judiciary orders and with local, state, and federal requirements being adopted to control COVID-19 transmission rates and to safeguard the health of Judiciary personnel and the public.

The Circuit Court for Prince George's County is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by state or federal law.

A request for ADA accommodations for interviews should be made at the time of notification of the interview.

APPLICATIONS MAY BE FILED ONLINE AT:
https://www.princegeorgescourts.org/

Position #19-00072
INTAKE SPECIALIST (G-21)
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14735 Main Street
Room M2407
Upper Marlboro, MD 20772
301-952-3708

humanresources@co.pg.md.us

Intake Specialist (G-21) Supplemental Questionnaire

* 1. Which of the following best describes your level of completed education?

❑ Master's Degree or Higher
❑ Bachelor's Degree
❑ Associates Degree
❑ Some College
❑ High School Diploma or G.E.D

* 2. Please list your field of study?

* 3. How many years of experience do you have working with vulnerable populations and/or social welfare issues?

❑ 3 or more years of experience.
❑ 2 years, but less than 3 years of experience.
❑ 1 year, but less than 2 years of experience.
❑ Less than one (1) year of experience.
❑ I have no experience working with vulnerable populations and/or social welfare issues.

* 4. Describe in detail your experience working with vulnerable populations and/or social welfare issues include the employer's name and dates of employment. Please do not type "See Resume". If no experience, enter "N/ A".

* 5. Do you speak, read, and write in both English and Spanish fluently?

❑ Yes ❑ No

* Required Question