

**JOB RECRUITMENT: FAMILY LAW CHILD CUSTODY
RECOMMENDING COUNSELOR/MEDIATOR**

FINAL FILING DATE: WEDNESDAY, MAY 10, 2017 @5 P.M.



**Superior Court of
California,
County of Santa Cruz**

About the Position



The Superior Court of California, County of Santa Cruz is seeking qualified candidates to fill a full-time Family Law Court *Child Custody Recommending Counselor/Investigator* position to provide guidance to cases referred by the Court.

This position conducts Child Custody Recommending Counseling, dependency and guardian mediations, step parent adoptions, freedom from custody and control and marriage of a minor investigations.

Applications, resumes, and answers to the supplemental questions must be received by 5 p.m. on Wednesday, May 10, 2017.

The incumbent performs investigations, responds to ex parte requests, makes written recommendations to the Court and petitioners regarding custody and visitation matters, and is involved in other related matters.

Incumbent meets with parties involved in custody and visitation disputes; works through differences with involved parties and develops recommendations for the Court; investigates allegations concerning child custody; prepares written reports of recommendations for the Court at the completion of Child Custody Recommending Counseling; prepares court reports, social case histories, correspondence, and other documents as necessary.

The incumbent will be based at the Watsonville court facility. The position requires occasional work in Santa Cruz as well as a variety of other locations.

About the Court

It is the mission of the Superior Court of Santa Cruz County to preserve and protect the rights and ideals of society through the interpretation and enforcement of the law, and provide equal access to justice through quality service to the community. It is also the mission of the court to treat all persons in the judicial system with dignity and respect.



The Superior Court of Santa Cruz County has established a reputation as a leader in innovative court programs and as an organization committed to providing high-quality public service. The court consists of 12 judges, two commissioners, and approximately 130 staff, with an annual budget of approximately 15 million dollars.

There are three court locations in Santa Cruz County: the main courthouse near downtown Santa Cruz, the new Watsonville courthouse in downtown Watsonville, and the juvenile courthouse in the small, rural town of Felton.

About Santa Cruz



Santa Cruz County has 249,705 residents and is situated at the northern tip of Monterey Bay, 65 miles south of San Francisco, 35 miles north of Monterey, and 35 miles southwest of the Silicon Valley. Its natural beauty is present in the pristine beaches, lush redwood forests, and rich farmland. It has an ideal Mediterranean climate with low humidity and sunshine 300 days a year. There are four incorporated cities within Santa Cruz County. The City of Santa Cruz, with a population of 54,262, is the largest city in the county. Santa Cruz County is the Gateway to the Monterey Bay National Marine Sanctuary, has 29 miles of beaches and includes six state parks and six state beaches. Its quaint shops and restaurants, coupled with a multitude of cultural and recreational activities (sailing, fishing, golfing, tennis, hiking, etc.) provide a wealth of leisure activities.

Representative Duties

1. Provides guidance to cases referred by the Court; conducts Child Custody Recommending Counseling; meets with parties involved in custody and visitation disputes; works through differences with involved parties and develops recommendations for the Court; investigates allegations concerning child custody.
2. Prepares written reports of recommendations for the Court at the completion of Child Custody Recommending Counseling sessions; prepares court reports, social case histories, correspondence, and other documents as necessary; attends and participates in professional group meetings.
3. Stays current on legislation regarding custody evaluation, domestic violence, and related issues; represents Family Court Services at conferences and meetings.
4. Conducts step parent adoption investigations; conducts juvenile dependency and guardianship mediations; conducts ex parte investigations; testifies in court on findings of investigations; in underage marriage permission cases, interviews the couple and prepares assessment reports on the readiness of the couple to marry; performs freedom from parental custody and control evaluations.
5. Makes appropriate referrals for assistance to other community resources.

Requirements

Minimum qualifications:

Any combination of education and experience which would provide the required knowledge and abilities is qualifying, unless otherwise specified. A typical way to obtain these would be:

Equivalent to a Master's degree from an accredited college or university with major course work in clinical psychology, social work, marriage-family-child counseling, behavioral science, or a related field AND two years of experience in counseling or psychotherapy, related to family conciliation for the courts and with a population similar to that served by Family Court Services.

Special Requirements/conditions:

LICENSE/CERTIFICATE

*Possession of a valid California Class C driver license or the ability to provide suitable transportation approved by the appointing authority.

*Completion of Domestic Violence training program in accordance with Section 1816 of the Family Code.

*Possession of a Licensed Clinical Social Worker, Marriage Family Child Counseling or Clinical Psychology license issued by the State of California is highly desirable but not a mandatory requirement.

* Spanish Speaker is highly desirable.

Submission to a background investigation is required upon conditional offer of employment.

Knowledge of

Candidates for this position must have the following working knowledge:

- Adult psychopathology, family psychology and system dynamics.
- Child development theory.
- Clinical issues related to children.
- Recent developments, current literature, and sources of information related to child abuse, the effects of divorce on children, and child custody research.
- Principles of social casework.
- Interviewing principles and techniques.
- Pertinent Federal, State and local laws, codes, and regulations
- Conciliation, mediation work and mental health issues.
- Substance abuse problems and their relationship to family court issues.

Ability To

Candidates for this position must have the ability to:

- Perform specialized mediation and investigative work involving family law and child custody.
- Conduct specialized research to assess the mental health needs of children and adults.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and develop recommendations in support of goals.
- Develop and prepare a variety of records and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.
- Recognize substance abuse issues.

Working Conditions

The office environment is professional, generally clean, inside buildings with limited exposure to dust, fumes, odors, and noise. Incumbents will be working under sometimes difficult and stressful conditions, with frequent deadlines and expectation to produce high-quality work under limited time constraints. Incumbents may encounter individuals who are angry or suffer from psychological impairments. The ability to deal effectively with a diverse population of people and to work independently as well as closely with others is required.

Essential Functions

Specific tasks and duties may vary, however, the following are considered essential functions expected of the CCRC (*Family Law Court*) classifications:

- Frequent and ongoing use of a computer terminal;
- Regular contact with people and regular and occasional contact with employees in other court divisions, government agencies, court users, and the public with the ability to converse and respond appropriately to inquiries and requests;
- Periodic to regular lifting, walking, and carrying of files, documents, and other court related materials. Incumbents must have the ability to lift and carry 15 lbs;
- Work within time constraints and under pressure in some situations; and
- Ability to complete court forms and to do legal research.

Selection

Only those candidates who submit a completed application packet (application and resume) and the supplemental questions (see Page 7 and 8) by 5 p.m. on Wednesday, May 10, 2017 and who meet the minimum qualifications will be considered for the position. Each candidate's application, resume, and responses to the supplemental questions will be scored and ranked. The top candidates will be selected for interview by the hiring manager. The court reserves the right to modify the above outlined selection process based on the size of the qualified applicant pool.

Compensation and Benefits

The position of Family Law Court CCRC Investigator is classified as exempt and is paid according to the following salary range:

Child Custody Recommending Counselor
\$2,969.60 to \$3,757.23

The Court offers a generous benefits package, which includes life insurance, a choice of health plans, dental and vision plans, membership in the California Public Employees Retirement System (CalPERS), paid holidays, and paid time off. Employees pay a portion of their own PERS retirement. Please contact HR if you would like more specific benefits information.

Application Materials

Applications are available on our website: <http://www.santacruzcourt.org> (by clicking the link to "Employment"). For additional information please email us at hrinfo@santacruzcourt.org or call (831) 420-2275. Hearing impaired TDD# (831) 429-5514. Application packets can be emailed to hrinfo@santacruzcourt.org or mailed to the following address:

Superior Court of California, County of Santa Cruz
Human Resources Department
701 Ocean Street, Room 110
Santa Cruz, California 95060

***Please remember to complete
the supplemental questions on the next page.**

SUPPLEMENTAL QUESTIONNAIRE

Child Custody Recommending Counselor (CCRC)

This form must be submitted with the Superior Court of California, County of Santa Cruz

Employment Application

This supplemental questionnaire and the regular court application will be the basis for an initial competitive evaluation of qualifications. Only the highest rated candidates will receive further consideration. The court application, resume and supplemental questionnaire are all required to complete your application.

Name: _____ Date: _____

License/Education

Please indicate license(s) held:

Marriage and Family Therapist License Number:

Clinical Social Worker License Number:

Clinical Psychologist License Number:

Other:

Supplemental Questions

On separate paper, please type or print your responses to the following questions. Please describe in detail, but as concisely as possible, your experience and accomplishments in each of the following areas. Please limit your responses to no more than one page per question. Specify the employer, position held and dates when describing your experiences.

1. Discuss what you know about mediation/child custody recommending counseling and how it affects children. Include a description of any mediation experience.

2. How would you assess for domestic violence involving Family Court clients?
3. Describe your working experience with highly stressed, angry and/or traumatized clients, and how you ensure safety while trying to serve them.
4. What is your experience gathering pertinent information, i.e. education, CPS, legal system, mental health regarding families and individuals?
5. Describe your training, education and experience in the following areas: Domestic Violence, Child Development, Domestic Violence, Mental Health diagnoses, Substance Abuse, and the impact that sharing time with two separate parents has on children.
6. Why are you interested in this position, and what are your goals for this position if you are hired?