



# Washington Courts Employment Opportunity

## Administrative Office of the Courts

### STATEWIDE INNOVATION COORDINATOR (SENIOR COURT PROGRAM ANALYST) For the Safe Babies Court Team

**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 #:** 2020-42  
**Status:** Regular, Full-Time\*  
**Location:** Olympia, Washington  
**Salary:** Range 64: \$67,560 — \$88,644 per year (DOQ)  
**Opens:** December 22, 2020  
**Closes:** Open until filled; first review of the applications to begin January 5, 2021. Candidates are encouraged to apply early. AOC reserves the right to close the recruitment at any time.

**\*Duration:** This is a project position and is dependent on continued project funding. Current funding will continue through September 30, 2021. Benefits are included with this position.

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

Manages participation of diverse stakeholder groups in development, implementation and evaluation of significant, high-impact improvements to child welfare court systems. This includes developing statewide structures and support for innovative, problem-solving courts. Facilitates and manages multidisciplinary teams to implement the State Plan for ensuring justice in child welfare, which includes addressing racial injustice, reducing unnecessary removal of children from their families, and improving access to high quality legal representation for children, youth, and parents.

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.

For more information about the job's typical job duties and responsibilities, click on this [Job Description](#).

## DUTIES AND RESPONSIBILITIES

- Develop a state team and management structure to engage and support local Safe Babies Court Team (SBCT) operations; including coordinating the provision of technical assistance provided by grant contractors; facilitate regular meetings of Community Coordinators and Active Community Teams to ensure consistency and share implementation strategies across sites.
- Monitor implementation and conduct observations of SBCT meetings and hearings at court sites; help local sites assess community needs and engage other systems and providers; support data tracking and continuous quality improvement efforts at the state and local level.
- Manage the process for gathering and analyzing data from multiple court jurisdictions and projects, researching case law and definitions of neglect and active efforts, and drafting legislative proposals and court rules.
- Facilitate and manage the work of multidisciplinary teams to collaboratively develop system and process improvements and implement best practices.
- Completes research, assessments, and provides recommendations to oversight groups.
- Performs other duties as assigned.

## REQUIRED QUALIFICATIONS AND CREDENTIALS

- A Bachelor's degree; **AND**
- Five (5) years of experience managing projects or programs.
- *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 KNOWLEDGE, SKILLS OR ABILITIES

- Experience working in child welfare and/or dependency court systems
- Compassion
- Understanding of early childhood development and brain science
- Experience working with families who have experienced trauma
- Lived experience in the child welfare system

## 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 must be on the application.**

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

The Judicial Branch/AOC Application for Employment can be found at [www.courts.wa.gov/employ](http://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.

It is preferred applications be emailed to [employment@courts.wa.gov](mailto:employment@courts.wa.gov) in a PDF format (Word documents are also accepted).

You can also mail your materials to:

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

Faxed copies can be sent to 360-586-4409.

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

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, and the materials submitted. All information may be verified and documentation may be required. 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 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](mailto: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](http://www.courts.wa.gov/employ) for more information about Washington Courts, Compensation, and Benefits.