



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

## **Intake Specialist**

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<b>SALARY:</b>	\$24.52 - \$26.44 Hourly \$51,000.00 - \$55,000.00 Annually
<b>DEPARTMENT:</b>	Family Justice Center
<b>OPENING DATE:</b>	02/22/21
<b>CLOSING DATE:</b>	Continuous
<b>NATURE AND VARIETY OF WORK:</b>	

The incumbent, under the supervision of the Director of Family Justice Center, will provide advocacy-based and client-centered support to survivors of domestic violence, sexual assault, human trafficking, and/or elder abuse.

### **EXAMPLES OF WORK:**

Duties include, but are not limited to, the following:

- Conducting intake interviews, obtaining an extensive client history, determining clients' needs and developing suitable options to facilitate healing and recovery.
- **Reviewing all available services with clients and linking them for selected partner services.**
- Providing crisis intervention and safety planning to prospective and current clients.
- Referring clients to agencies which provide supplemental services.
- Generating required forms, reports and any other documents used in the intake process.
- Entering requisite data into the Prince George's County Family Justice Center (FJC) client database.
- Maintaining case files with appropriate forms.
- Collect and maintain accurate client data for grant reports.
- Presenting well prepared, organized and clear reports to the director, court administration, committee meetings, and community outreach.
- Develop and maintain productive working relationships with internal and external partners and other community stakeholders.
- Working as a team member with other partners co-located in the FJC
- Providing community outreach services to educate the public and reach potential clients.
- 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**

- 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 Suite knowledge required as well as the ability to learn the FJC's case management system.
- Comfortable working in urgent and high energy work environments.

## **ADDITIONAL INFORMATION:**

This position is open until filled. All applicants are subject to a background check.

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

Position #19-00026  
INTAKE SPECIALIST  
AB

14735 Main Street  
Room M2407  
Upper Marlboro, MD 20772  
301-952-3707

[humanresources@co.pg.md.us](mailto:humanresources@co.pg.md.us)

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### **Intake Specialist Supplemental Questionnaire**

- \* 1. Which of the following best describes your level of completed education?
- Master's Degree
  - Bachelor's Degree
  - Associates Degree
  - Some College
  - High School Diploma or G.E.D. Certificate
- \* 2. If you selected, "some college", please provide the exact number of credit hours earned. If you did not select "Some College", please enter N/A.
- \* 3. Please indicate your field of study.

- Business Administration
- Public Administration
- Social Services
- Liberal Arts
- Other

- \* 4. If you selected 'Social Service' or 'Other', please indicate your specific field of study. If you did not select 'Social Services' or 'Other', please enter the field of study.
  
- \* 5. 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.
  
- \* 6. 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".

\* Required Question