



Children's Law Center

Court Liaison Floater (Program Manager I)

Children's Law Center, USC Law School, Band 07, part-time position (22.5 hours per week), \$29,291 or commensurate with experience. State benefits included.

Job Duties: Provide assistance to the family courts and DSS by tracking child protection and TPR cases and expediting the legal processing of these cases in selected counties. The part-time Court Liaison Floater functions as a conduit between DSS legal teams and family courts through funding from a federal grant and DSS contract. Court liaisons complete file reviews prior to hearings, prepare review sheets for judges, attend court hearings, and document hearing results in the Childlaw Data Tracking System. The Floater provides assistance throughout the state in the absence of the designated court liaison or when additional support is needed. The Floater will also provide staff support for the Family Court Bench Bar Committee and its subcommittees.

Minimum qualifications include a master's degree in a related field and three years of related program experience, or a bachelor's degree and five years of related experience. Must have experience in child protection hearings. Must have working knowledge of state and federal laws related to child welfare and familiarity with DSS policy and procedures. Must have excellent organizational and communication skills and the ability to establish effective working relationships with various professionals. Must have technological skills sufficient to enter information into data tracking system and the ability to understand or create basic statistical reports related to child welfare data.

Preferred qualifications include experience in the South Carolina family court system and experience in providing staff support to committees or other work groups. A degree in a field related to social work, law, or public administration is preferred. The ability to work a variable schedule is also preferred.

To apply, submit an online application as required by USC. You may access USC Jobs Online Employment site at <http://uscjobs.sc.edu/postings/82423>.

In addition to completing the online application, attach a cover letter summarizing your qualifications and describing your interest in this position. A resume and list of references may be attached.

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