



SECOND JUDICIAL DISTRICT COURT

WASHOE COUNTY
STATE OF NEVADA

How to Apply

A complete application packet will consist of the following:

- District Court Application [HERE](#)
- Cover Letter
- Resume
- 3 Professional References
- Education Verification

We do not accept resumes in lieu of the District Court Application

Direct application packet to:

HR@washoecourts.us
775-328-3401 (phone)
775-325-6601 (fax)

Intermittent Human Services Support Specialist \$23.13 per hour

Announcement: September 8, 2022

Filing Deadline: Open Until Filled

Special Requirements: Available to work evening and weekend shifts.

Interested applicants should apply online at <http://www.washoecourts.com>.

THE DISTRICT COURT

The Second Judicial District Court covers all communities within Washoe County and is part of the judicial branch of government. The District Court occupies two courthouses located in downtown Reno. The General Jurisdiction's historic courthouse proudly displays a copper dome lined with magnificent stained glass. The Family Division is located in a multi-court complex. Its footprint lines the banks of the Truckee River.

The Second Judicial District Court is a collaborative partner within Washoe County. Community outreach initiatives and public access to justice are on the forefront of the Court's mission. The District Court team is dynamic, boasts a wide range of expertise, and appreciates diversity.

Washoe County is a vibrant community. With world renowned Lake Tahoe nearby, residents enjoy its beauty all year long. The City of Reno offers all the benefits of a city while maintaining its small-town atmosphere. Washoe County is truly a great place to live.

Learn more about how you can join our team!



*The Second Judicial District Court is an
Equal Employment Opportunity
Employer*

POSITION DESCRIPTION

This on-call position monitors visits of families who are court ordered to participate in a program of supervised visitation at the Family Peace Center located at the District Court at 75 Court Street. The Family Peace Center is a program of the Family Services Division of the Second Judicial District Court and is supervised by the Family Services Program Manager. This position exercises no direct supervision over other employees.

EXAMPLES OF ESSENTIAL DUTIES

Explain program regulations and procedures as well as behavioral expectations during visitation periods. Verifies check-in proceedings for program clients; reports on progress and non-compliance issues to the Family Services Program Manager.

Monitors visitation between children and parents and/or other relatives at the Peace Center; observes and prepares objective, factual and complete visitation reports; assists with interaction between parents and children; forwards information to appropriate staff. Identifies high risk and emergency situations; make referrals to appropriate agency staff when neglect or abuse is suspected. Practices verbal interventions and de-escalation techniques to mitigate potentially hostile behaviors. Maintains calm demeanor and utilizes sound judgment in addressing potentially hostile situations. Assist clients to understand and follow visitation protocols. Participate in training on supportive supervision practices.

Ensure that procedures for record keeping and confidentiality, risk assessment and intake are rigorously followed. Performs a variety of case management support functions including but not limited to data entry, filing, answering incoming phone calls and compiling data.

OTHER JOB-RELATED DUTIES

Performs related duties as assigned.

MINIMUM QUALIFICATIONS***Education***

High School Diploma.

Experience

One year of experience performing a variety of duties in support of a social or human services function.

Preferred

Bachelor's degree or equivalent coursework in a human services discipline, social work, home economics, child development, criminal justice or related social or behavioral field (may substitute for the required experience).

Bilingual - Spanish is preferred.