

**SECOND JUDICIAL DISTRICT COURT**  
**WASHOE COUNTY**  
**STATE OF NEVADA**

**HUMAN SERVICES SUPPORT SPECIALIST - FAMILY SERVICES**

Intermittent Position (on-call), no paid benefits

\$20.53 per hour

**Announcement: October 3, 2018**

**Open Until Filled**

Interested applicants should apply online at <http://www.washoecourts.com>. A complete application packet will consist of the following items:

- ✓ Complete District Court Application
- ✓ Resume
- ✓ Cover Letter
- ✓ Educational Verification
- ✓ 3 Professional References

**How to apply:** Completed application packets should be delivered to:

Brett Gadwood, Human Resources Generalist

**Email:** [brett.gadwood@washoecourts.us](mailto:brett.gadwood@washoecourts.us)

**Fax:** 775-325-6601

**Phone:** 775-328-3405

**Hand delivery:** 1 S. Sierra Street, North Tower, 3<sup>rd</sup> Floor, Family Division

**Mail:** 75 Court Street, Reno, NV 89501

The Second Judicial District Court is an Equal Employment Opportunity Employer

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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 IMPORTANT AND 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.

**MINIMUM QUALIFICATIONS**

***Education/Training***

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

***Preferred Additional Education/Training***

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

***Special Requirements***

Availability to work evening and weekend hours.