



Court Liaison

Want to join one of South Texas' premier child welfare agencies in "restoring innocence and strengthening families?" Family Tapestry, a Division of The Children's Shelter, is looking for you! Since 1901, The Children's Shelter has provided a continuum of Trauma-Informed Care for Bexar County children with a history of prolonged abuse, abandonment and/or neglect. Family Tapestry was created in 2018 to weave together the community to transform the foster care experience in Bexar County. Our goal at Family Tapestry is to ensure each child is safe in care, achieves permanency, improves their overall wellbeing, experiences fewer moves and shorter stays in care, and increases family engagement, which leads to better outcomes, trusting relationships, and meaningful connections. It takes one person to change the life of a child. Will you be part of our tapestry to fulfill our mission?

The Court Liaison responsible for facilitating communication with case management specialists or other stakeholders to oversee child welfare cases are accurately and completely presented. Responsible for overseeing case movement through the legal process. The position interacts routinely with Family Tapestry staff, DFPS, CASA, attorneys, judges, agency clients, witnesses, community professionals, and other stakeholders.

.Responsibilities Include:

- Prepare for and attend court hearings as assigned.
- Obtains copies of court dockets and notifies staff and attorneys of any hearings or motions relating to Family Tapestry cases.
- Meets with department directors to discuss scheduled or requested hearings regarding active Family Tapestry cases.
- Promotes positive relationships, cooperation and high regard among all case stakeholders and Family Tapestry clients.
- Communicates with court employees and other personnel to keep them informed of Family Tapestry and its services.
- Provides formal and informal training to staff and clients regarding court processes and appropriate behavior.
- Tracks dates for review hearings and in collaboration with the program staff confirms these are on the court schedule and that all involved parties are informed.
- Identifies any communications or procedural problems between the Family Tapestry staff and the legal systems and works with case stakeholders to resolve them.
- Staff cases with supervisor/team/providers/DFPS/CASA/attorney as needed.
- Prepare written reports for program management and/or other parties regarding the status of scheduled legal conferences or hearings and case outcomes before and after the court proceeding.
- Documents summary reports with results of hearings on assigned cases in the database.

Requirements:

- Bachelor's degree preferred and/or extensive related experience preferably in human services, business administration, allied legal services or child development.
- Two to five years' experience working in social services.
- Ability to assess the strengths and needs of children/youth referred to Family Tapestry/
- Effective verbal and written communication skills.
- Ability to exercise appropriate social skills and diplomacy.
- Ability to engage and communicate effectively with persons from diverse cultures and communities, including children/youth, their parents, network provider's staff, supervisors, administrators and the legal and judicial system.
- Skills in organizing work in a responsible way in an environment with multiple challenges and priorities
- Maintain current driver's license/access to reliable and safe transportation for self.

Family Tapestry is a Division of The Children's Shelter - an Equal Opportunity Employer committed to a culturally diverse workplace and offering a competitive pay and benefits package.

You can apply on-line by visiting our website www.familytapestry.org or in person at:

2939 W. Woodlawn Ave.
San Antonio, TX 78228
Monday-Friday 8am-5pm