



Circuit Court for the 23rd Judicial Circuit- Kendall County

POSITION OPENING - NOTE: This is a State Funded Grant Position

DEPARTMENT: Kendall County Judiciary
TITLE: Problem Solving Court Coordinator
RESPONSIBLE TO: Presiding Judge
RESPONSIBILITIES: Serves as project leader, responsible for the administrative work and coordinating day to day operations of the Problem-Solving Courts for Kendall County. The Coordinator is responsible for the Drug Court, Mental Health Court and Veterans Treatment Court track. Responsibilities include but are not limited to grant writing, building community partnerships, maintaining program certifications, and funding reports. Additional duties include data collection, policy writing, coordination of court paperwork, and team participation.

QUALIFICATIONS: Minimum Bachelor of Arts or Science Degree, preferably in the field of Social Sciences or related field; with a minimum of three years in either criminal justice and/or behavioral health assessment and treatment experience.
In addition to the minimum educational requirements, successful applicant will have demonstrated ability in following:

- *Oral/Written Communication Skills
- *Interpersonal Sensitivity
- *Planning/Organizing
- *Problem Analysis/ Oral Fact Finding
- *Judgment

NOTICE TO APPLICANTS: Consideration will be given to work histories, grant writing experience, and basic knowledge of behavioral health disorders. Applicants will be subject to a background check and drug test upon conditional offer of employment.

WORK SCHEDULE: M-F 8:00am to 4:30pm (occasional nights/weekends to meet program needs) In person- Kendall County Courthouse

STARTING DATE: February 19, 2024 or as soon as possible thereafter

STARTING SALARY: Starting at \$77,000/yr + full time employee benefits

APPLICATION DEADLINE: Open until filled /preference given to those received by 02/16/24.

APPLICATION PROCESS: Cover letter and resumes accepted by:

Marci Vose- Court Administrator
23rd Judicial Circuit
Kendall County Courthouse
807 W. John St
Yorkville, IL 60560
mvose@kendallcountyil.gov

“EEO Employer / Program. Auxiliary aids are available to individuals with disabilities upon request”.

Kendall County is an Equal Opportunity Employer. No applicant for employment shall be discriminated against because of age, race, color, religion, sex, marital status, national origin or disability.

JOB TITLE: Problem Solving Court Coordinator

FLSA STATUS: Exempt

UNION: Non-Union

DEPARTMENT: Judiciary

GENERAL SUMMARY:

Under the direction of the Presiding Judge, the Problem-Solving Court Coordinator is responsible for securing funding, developing, and monitoring the budget, developing policy and procedure, acting as liaison to community service providers, educating the public on the operation of the Problem-Solving Courts, and analyzing program activities in order to assess effectiveness, identify problems or issues, and ensure compliance with policies and standards. The Problem-Solving Court Coordinator will also be responsible for implementing a case management system with a goal of collecting data for statistical outcome studies to analyze effectiveness of the program.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

1. Writes grant applications; identifies and enlists community partners to increase funding for the Court. Monitors all grant expenditures and prepares fiscal and data reports for grant agencies.
2. Prepares program budgets, presents to county board, and makes contract agreements and purchases per approved budget, monitoring expenditures and revenues.
3. Acts as liaison to community agencies, performing site visits on treatment programs to keep current on services and referral processes as well as problem solving any program concerns. Develops contracts and Memorandums of Understanding with outside agencies.
4. Facilitates community presentations to promote the program, educate organizations about eligibility criteria and referral processes, and develop community resources.
5. Implements and maintains data collection system to monitor participant compliance, identify trends, and provide a basis for program evaluation.
6. Leads in the development and implementation of Problem-Solving Court policies and procedures based upon the Problem-Solving Court evidence based practices, Administrative Office of Illinois Courts (AOIC) standards, and treatment court statutes.
7. Responsible for recertification and compliance of certification with AOIC.
8. Updates Problem Solving Court website with relevant eligibility criteria, team members, and referral forms.
9. Coordinates graduation ceremonies for program participants.
10. Attends regular trainings to maintain knowledge of current developments impacting Problem Solving Courts as well as methods to improve service delivery and improve program outcomes.
11. Serves as a member of the Problem-Solving Court teams. Prepares agendas, ensures team members submit reports needed for court, and facilitates weekly staffing.
12. Receives referrals to the program, communicates with referral sources, and notifies Problem Solving Court team of new applicants.
13. Performs other tasks as assigned by Presiding Judge and/or Problem-Solving Court Judge.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Knowledge skills and abilities acquired through the completion of a bachelor's degree are required, preferably in criminal justice, social work, or education. Master's degree preferred.
2. Must possess writing skills necessary to complete reports for use by the court and other professionals as well as grant applications.
3. Requires the possession of all communication skills necessary to provide information to community partners, obtain information from service providers, and report information to Problem Solving Court team members.

4. Requires interpersonal sensitivity to cultural and environmental differences found in defendants from a diverse population.
5. Requires planning and organizational skills necessary to prioritize a varied workload, complete reports, and meet deadlines independently.
7. Requires decision making skills and problem analysis skills in order to assess compliance with policies and procedures and recommend necessary changes.
8. Requires fact finding ability in order to complete reports, comply with applicable statutes, and review statistical reports.
9. Ability to transport oneself throughout the Twenty-Third Circuit in order to accomplish job performance requirements.

THE ABOVE IS INTENDED TO DESCRIBE THE GENERAL CONTENT OF AND REQUIREMENTS FOR THE PERFORMANCE OF THIS JOB. IT IS NOT TO BE CONSTRUED AS AN EXHAUSTIVE STATEMENT OF DUTIES, RESPONSIBILITIES OR REQUIREMENTS. THE PRINCIPAL DUTIES OF RESPONSIBILITIES LISTED ARE ALL ESSENTIAL JOB FUNCTIONS EXCEPT FOR THOSE THAT BEGIN WITH THE WORD "MAY".

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Equipment used is a calculator, copy machine, computer terminal, facsimile machine, transportation necessary to perform job functions, portable phone, body armor, flashlight, camera. Personal protective equipment, i.e., body armor, is provided by the department.

REPORTS TO: Presiding Judge

HIRING CONTINGENCY

After an offer of employment is extended to a specific candidate, said candidate's hiring is contingent upon completion of a criminal history background check for purposes of compliance with the Illinois State Police requirements for access to LEADS and passing a drug test.

BLOODBORNE PATHOGEN RISK CODE: Yes

Employee Name (Print)	Employee Signature	Date
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Dept Head/ Name/title	Dept Head Signature	Date
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