

Nineteenth Judicial Circuit Court Administration



JOB OPPORTUNITY BULLETIN

STATE-FUNDED POSITION

**POSITION TITLE: Program Coordinator
(Early Childhood Court Program)**
**STARTING SALARY: \$52,917.55 /annually
\$4,409.80 / Monthly**

DEPARTMENT: Problem-Solving Courts
POSITION NUMBER: 22011973

SUMMARY:

This position is responsible for the coordination of Early Childhood Court (EEC), a specialty court to assist families with children ages zero to five in the dependency system. The person in this position may be deployed to assist in other specialty courts as needed. The Program Coordinator serves as a liaison between the judiciary and court administration while working under direct supervision of the Drug Court Manager and is reviewed through reports, conferences, and results achieved.

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Psychology, Sociology, Criminal Justice, Public or Business Administration or closely related field and one (1) year of experience working in a business or court setting; or equivalent combination of related training and experience. A master's degree may substitute for one year of the required experience. Knowledge of program administration, early childhood development, infant mental health and/or adolescent mental health and treatment interventions is preferable.

ESSENTIAL DUTIES:

Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.

- Screens dependency cases for eligibility for ECC; recruits potential participants; prepares orders
- Monitors standards of practice to ensure consistency and fidelity of the ECC model
- Researches case histories, compiles statistical data, prepares reports for the court
- Facilitates family team meetings, provider, and stakeholder meetings
- Assists with education and training of community partners related to ECC
- Assists the public with court information
- Establishes working relationships with judges, court personnel, professionals associated with the court and the general public
- Implements and monitors federal and local grants related to ECC
- Participates in regular state wide calls and meetings related to ECC
- Provides referrals to appropriate community agencies
- Attends community meetings, trainings, and conferences relevant to ECC
- Tracks expenses related to ECC
- Provides task supervision to administrative assistant and interns
- Other duties assigned by the judiciary or Chief Deputy Court Administrator

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of court processes, legal terminology, juvenile court procedures including dependency with a preference for knowledge in dependency procedures Knowledge of the principles of file and records management
- Skill in analyzing court files for appropriate pleadings and legal documentation
- Proficient in Microsoft Word, Outlook and Excel
- Ability to work within deadlines to complete projects and assignments
- Ability to use processing, spreadsheets, and database software applications
- Ability to work independently and establish work priorities
- Ability to work in a paperless/file less system
- Ability to prioritize work and communicate effectively verbally and in writing
- Ability to maintain confidentiality concerning sensitive issues before the court
- Ability to interpret, explain and apply laws, rules, policies and procedures
- Ability to work independently and to establish work priorities
- Ability to communicate ideas clearly, concisely and logically, both orally and in writing with a diverse group of people
- Ability to maintain effective working relationships with other court personnel and outside agencies, legal professionals, litigants, and the general public

HOW TO APPLY:

Interested parties should forward a completed Cover Letter, Resume, and State of Florida application to: **Wendy Parent, Drug Court Manager** at problemsolvingcourts@circuit19.org

NOTICE:

Incomplete applications will not be considered. Applications will continue to be received until 5:00 pm Wednesday, November 24, 2021. Submission of an application does not guarantee the applicant an interview. Applicants will be subject to a criminal background check. The Nineteenth Circuit is an Equal Opportunity Employer and does not discriminate.

If you are a person with a disability who needs any accommodation in order to participate in the interviewing process once selected, you are entitled, at no cost to you, to the provision of certain assistance. Please contact Court Administration at (772) 807-4370