

COUNTY OF POTTER
EMPLOYMENT OPPORTUNITIES
CENTRAL PERSONNEL
AN EQUAL OPPORTUNITY EMPLOYER

The County of Potter needs qualified individuals to fill the following positions. If you are interested in a position and feel that you are qualified or if you know someone who might be qualified for this position, contact the Human Resource Department, Room 705 of the Santa Fe Building, 900 S. Polk, or call 349-4831. Applicants will be interviewed only if they meet the necessary requirements and qualifications for the following:

JOB TITLE SPECIALTY COURT PROGRAM COORDINATOR

JOB DESCRIPTION: Works with the Judge of the Potter County Veterans Court and Panhandle Regional Problem Solving Court, serves on the team of each court, and reports to the Administrative Judge of the Potter County Courts at Law.

SKILLS REQUIRED:

1. Assist with preparation of court dockets
2. Act as liaison and coordinator between judge and court team.
3. Perform assessment and initial interview of candidates for the court.
4. Review applications and assure completeness.
5. Maintain records, MOUs with provider and community partners, program statistics, and data collection.
6. Create and update court policies and procedures.
7. Research grant opportunities, write grant proposals and oversee grant compliance.
8. Work with the judge to promote the court in the community.
9. Administer donations.
10. Assist in the development of treatment plans and understand the continuum of care and treatment issues.
11. Research training opportunities and disseminate information to team members.
12. Provide training and updates to specialty court team members and other specialty court stakeholders.
13. Coordinate and provide referrals with local treatment providers for specialty court participants and applicants.
14. Assist local treatment providers in their organizations grant applications with court data.
15. Coordinate with the jail, prosecuting agencies, defense counsel, the VA, and local treatment providers to identify potential candidates for specialty courts.
16. Provide court reports to the Office of Court Administration.
17. Coordinate with specialty court team to develop budgets.
18. Travel to treatment providers, court, and the jail will be required.
19. Maintain education and licensure requirements for the position.
20. Ensure specialty courts maintain compliance with Office of Court Administration rules.
21. Work with local schools and universities to provide internship opportunities for those seeking a mental health degree or profession.
22. Other tasks as assigned by the judge of the court.

EDUCATION AND

EXPERIENCE: Bachelor's degree in Social Work, Psychology, Sociology, Criminal Justice, or related mental health or legal field, Plus 2 years relevant experience

STARTING

SALARY: \$45,000- \$63,000 Dependent on Experience and Education

APPLICATIONS WILL BE ACCEPTED UNTIL FILLED.

POTTER COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES."