



JOB OPENING

Troup County Government

Position: Community Resource Coordinator	Department: Juvenile Court	Salary: \$19.34/Hr
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Under general supervision and instruction this position is responsible for developing and guiding Juvenile Court programs and services, for monitoring effectiveness of those programs and services and for meeting the requirements of various grants and other funding sources. The Coordinator will represent the Court on numerous community-based committees, authorities, workgroups and projects as well as participate in collaborative planning and decision-making with other staff across the organization. Some travel and overtime work is sometimes required.

Qualifications/Knowledge:

- ⇒ Baccalaureate Degree in a course of study related to the occupational field; must have a current valid driver's license
- ⇒ Must have at least four years of experience in law, court systems, service delivery, psychology, sociology, social work, organizational behavior, juvenile justice, family or domestic violence or child welfare; experience in non-profit or grant-funded environment preferred
- ⇒ Knowledge of the Georgia Juvenile Court Code, other state and federal regulations and county and court policies and procedures
- ⇒ The ability to apply current and acquired knowledge of complex issues relating to trauma, truancy and education, Americans with Disabilities Act and § 504 of the Rehabilitation Act, mental health, psychology, sociology, social work, organizational behavior, juvenile justice, family/domestic violence, child welfare and related topics
- ⇒ Must be creative and have the ability to plan strategically; implement team-building skills and problem solve
- ⇒ Must be a highly motivated self-starter who is enthusiastic about social justice and system reform and who is not easily discouraged; must be able to think independently and analytically; excellent public speaking and presentation skills
- ⇒ Ability to plan and carry work through to completion with accuracy and strong emphasis on attention to detail with limited supervision
- ⇒ Ability to manage multiple tasks and multiple deadlines in a high-pressure, high-workload environment
- ⇒ Strong computer skills and proficiency utilizing various software programs such as Microsoft Office (Word, Excel, PowerPoint, Outlook) JCATS and CPRS2 or other database management and/or design programs
- ⇒ Knowledge of office systems and procedures; knowledge in on-line training and meeting technology
- ⇒ Ability to manage files and maintain records in compliance with recordkeeping policies
- ⇒ Knowledge of grant writing and grant management principles; knowledge of program and event planning
- ⇒ Strong effective communication skills, both verbally and in writing, with emphasis on members of the judiciary, court and social service professionals and local and state organizers

Essential Duties and Responsibilities:

- ⇒ Plans and implements meetings; facilitates strategic and action planning with Judges and other stakeholders; develops and facilitate judicial and multi-disciplinary training programs; develops programs and secure funding to drive systems improvement efforts in all areas of the court's responsibility; collects, organizes and use data to further the missions of the court and its various stakeholders
- ⇒ Researches and evaluates activities, such as conducting focus groups or facilitating data collection via court observation or file reviews; prepares technical assistance publications or articles and program materials; manages the Judge's calendar
- ⇒ Maintains and/or develops competencies in improving court practice in dependency, delinquency and children in need of service cases; implements the principles of collaboration among the court, other agencies and the community; develops content and expertise on issues common across system-involved children and families (e.g., trauma, substance abuse, etc.) in order to support the Judge and the court in these cases; develops and facilitate training, workshops, symposia and conferences
- ⇒ Supports the two Accountability Courts over which the Judge also presides by responding to various technical assistance requests and staying abreast of the latest cutting edge practices, procedures and services
- ⇒ Collects and disseminates court improvement information including court practices and protocols, legislation and practice standards
- ⇒ Identifies evidence-based programs in support of the court's goals; develops and implements plans for appropriate programs and seeks funding for programs; identifies, writes and manage grants; manages social media accounts for specific programs/projects
- ⇒ Assists the Chief Probation Officer with facilitating the School Based Risk Reduction Program (SBBRP)
- ⇒ Identifies, schedules, attends and coordinates various training opportunities for the court staff and stakeholders
- ⇒ Performs all other related duties as assigned

Employment Applications will be accepted Until Filled on Troup County's website @ www.troupcountyga.org.

Job #: 07262021 Community Resource Coordinator

Grade 17

Valerie P. Heard

Valerie P. Heard, Human Resources Director

Eric Mosley

Eric Mosley, County Manager

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