

Jennings Circuit Court Job Opening

Job Title: Jennings County Circuit Court Family Recovery Court (FRC) Coordinator

Department: Jennings Circuit Court

Salary: \$45,000.00 per year (paid biweekly every other Friday), to be funded 100% by Indiana Office of Court Services grant funds

Benefits: Medical, vision and dental insurance for individual or family

Status: Regular/full time (8am-4pm office hours Monday-Friday and “on call” for certain matters 24/7)

Reports to: Circuit Court Judge, Murielle S. Bright, Jennings County Magistrate,
Christopher L. Doran

To Apply: Submit cover letter and resume to Judge Bright at msbright@jenningscounty-in.gov and Magistrate Doran at cdoran@jenningscounty-in.gov by May 26, 2023 at 12pm noon

Job Description

Jennings County Circuit Court

Job Title:	Family Recovery Court Coordinator	Department:	Circuit Court
FLSA Status:	Exempt	Reports To:	Magistrate and Judge
Supervises:	N/A		

Job Purpose: Responsible for the implementation, coordination, and operation of the Jennings County Circuit Court's Family Recovery Court

Minimum Position Requirements:

Education/Training/Experience: Bachelor degree in psychology, social work, criminal justice, education or a closely related field; at least three (3) years relevant work experience preferred. Consideration will be given for any combination of education and experience that provides equivalent knowledge, skills and abilities.

Skills: Strong written and verbal communication skills; ability to work well with a diverse group of people; ability to coordinate and organize multi-agency work activities; troubleshoot problem situations; basic computer/keyboarding skills; upbeat and positive personality in order to encourage and support others.

Essential Job Functions:

- Attends, facilitates and documents all pre-court staffings.
- Attends all FRC court hearings.
- Monitors provision of services to all FRC court clients.
- Attends all FRC Court case plan meetings.
- Maintains files on FRC court clients.
- Works with other court personnel to track and maintain information necessary for court records, grants, and other funding sources, generating reports when necessary.
- Communicates with service providers regarding FRC court clients and furthers strong working relationships between Court and service providers.
- Drafts and maintains policy and procedure manuals.
- Maintains supplies of FRC test equipment and sobriety awards.
- Identifies, applies for, and maintains grants and other funding opportunities to sustain the existence of the program.
- Attends meetings with Court personnel and partners to review program progress, data collection, outcomes, etc.
- Assists the treatment team in troubleshooting issues as they are identified.
- Works with the Court to negotiate needed service provider agreements and related contracts, and monitors contract compliance.
- Performs screenings (including drug test), assessments, and other FRC tests/procedures as needed/required.
- Attends and participates in multi-system case conferences and communicates outcomes to the Court.
- Assists with entering and retrieving computerized program data.
- Prepares meeting agendas and drafts meeting minutes.
- Acts as community liaison and develops collaborative partnerships.
- Assists participants in all phases of the program.

- Makes referrals to other agencies as required.
- Demonstrates flexible and efficient time management and ability to prioritize workload.

Other Job Duties and Responsibilities:

- May be required to work irregular hours and be “on call” at all times.
- Attends mandatory staff meetings, meetings with outside organizations, and training as assigned.
- Provide FRC participants with supportive “educational” programming at least once a month in a setting outside the courtroom. The substance and duration of the programming will be determined collaboratively between the FRC Coordinator and presiding Judge or Magistrate and any other members of the FRC team whose input may be beneficial.
- Provides support and backup to other employees as needed or requested.
- May be required to assist with docketing court data.
- All other duties as assigned.

Language Skills:

- Excellent verbal and written communication skills a must.
- Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as operating manuals, statutes, procedures, guidelines, and routine and non-routine correspondence.

Mathematical Skills:

- Requires the ability to perform basic arithmetic.

Reasoning Ability:

- Requires the ability to exercise sound judgment, make informed decisions, carry out instructions, and independently problem solve situations that arise and require immediate resolution.

Physical Demands:

- Tasks involve the ability to exert light physical effort, to include the ability to walk (to include up and down multiple flights of stairs), stoop, bend, kneel, use hands, move objects, reach, push, and pull on a regular basis.

Work Environment:

- Exposure to adverse environmental conditions while making home, school or other location visits is probable and may include exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, communicable diseases or pathogenic substances.
- Must have a reliable vehicle, insurance, and a good driving record.

Benefits:

- All benefits are prorated for the amount of time in the position. Specific times can be provided upon request.
- Salary is \$45,000.00 per year to be paid bi-weekly on the same pay schedule as Jennings County employees.
- Medical, dental and vision will be provided to employee and family members (if necessary). Employee will contribute partially to the insurance cost but majority of cost will be paid by Employer. Exact numbers and terms to be discussed and agreed by Employee and Employer.
- Paid Time Off:
 - Employee shall receive 105 hours of vacation time per calendar year. Vacation time shall increased to 140 hours per year after five (5) years of

- employment but will max out at 140 hours per calendar year.
 - Vacation time shall not cover over from one calendar year to the next. If not used in the calendar year, it is lost.
- Employee shall receive 21 hours of personal time per calendar year.
 - Vacation time shall not carry over from one calendar year to the next. If not used in the calendar year, it is lost.
- Employee shall receive 35 hours of sick leave per calendar year to earn 35 additional hours per calendar year per year but will max out at 140 hours per calendar year.
 - Sick time may be accumulate from one calendar year to the next, but anything past 175 hours will be lost, regardless of years of service.
- No overtime or compensatory time will be given as Employee is expected to be on duty 24/7 if required.

Although, Employee is not an employee of Jennings County, but an employee of Jennings Circuit Court paid by Indiana Office of Court Services grant funds. The policies and procedures outlined in the Jennings County Employee Handbook with issue date of February 24, 2022 (and updated from time to time) shall apply to Employee (as it does other Circuit Court employees) so long as not inconsistent with the terms outlined in this Job Description.