

INDIANA SUPREME COURT, OFFICE OF JUDICIAL ADMINISTRATION

JOB DESCRIPTION

Job Title: Program Certification Coordinator
Department: Indiana Office of Court Services, Justice Services
Salary: \$53,000 or potentially higher depending on qualifications and experience
Status: Regular, full-time (37.5 hours per week minimum)
Responsible To: Executive Director of the Indiana Office of Court Services and the Deputy Director of Indiana Office of Court Services, Justice Services



To Apply: Submit cover letter & resume by September 21, 2018, to HRCourts@courts.IN.gov.

This position serves as a Program Certification Coordinator with the Indiana Office of Court Services. This position conducts certification reviews and provides technical assistance for problem-solving courts (PSC) and court-administrated alcohol and drug programs (A/D).

Essential Duties/Responsibilities

This position is responsible for managing certification procedures for PSC established in accordance with IC 33-23-14 and A/D programs established in accordance with IC 12-23-14. This position evaluates certification applications and conducts site reviews, which includes reviewing application materials, interviewing problem-solving court team members and/or court alcohol and drug program staff members, leading focus groups, reviewing court and case management records, and writing certification reports. Additional duties include but not limited to:

- Provide information and technical assistance related to evidence-based practices in community supervision to problem-solving courts, court alcohol and drug programs, and probation departments.
- Provide staff support to judicial conference committees in the areas of probation standards, judicial conference rules, certification, training, and other areas as needed
- Review application materials and provide the court recommendations related to requirements of IC 12-23-14, for Court Administrated Alcohol and Drug Programs Certification
- Review application materials and provide the court recommendations related to requirements of IC 33-23-16, for Problem-Solving Court Certification
- Prepare application review memos with recommended changes to coordinators/directors based on applicable rules and statutes
- Assist in the coordination and planning of training events for probation officers, problem-solving court teams, and court alcohol and drug program staff to promote the implementation of evidence-based practices in community supervision
- Provide staff support for agency-sponsored events, including annual conferences, staff orientation, certification examinations, and other events as necessary
- Schedule certification reviews of assigned counties; coordinating with the court's/program's and Office of Judicial and Indiana Office of Court Services' calendar
- Communicate certification process to relevant program staff; review agenda, answers questions, and identify program highlights and/or challenges
- Review and provide feedback regarding policy and procedures manual, reports and evaluations, and personnel records
- Review budget, schedule of fees, and any State Board of Accounts audits related to the PSC and A/D court user fee fund

- Conduct on-site certification reviews; interview team/staff members, conduct file reviews, interview participants, and offer technical assistance
- Attend staffing and court session; observe interaction among team members and judge's interaction with the participants
- Tour facilities to ensure non-discrimination policy is visibly posted and layout protects client privacy and confidentiality; alcohol and drug program
- Prepare site visit memos; includes comments/findings, recommendations and requests for corrective action
- Prepare certification final reports; outlines applicable rules and statutes, comments/findings, recommendations and corrective action taken
- Prepare and submit memorandum to court; summarizes areas of non-compliance and recommendation for the court
- Ensure assigned PSC and A/D programs submit continuing education forms, annual reports, and statistical data in the form of performance measures/client demographics
- Additional duties as assigned

Qualifications

Accredited Bachelor's degree in criminal justice, social work, or related field, and four (4) years of experience as a certified probation officer, problem-solving court team member, court alcohol and drug program professional staff member, or related; OR accredited Graduate degree and two (2) years of experience.

- Master's degree in criminal justice, social work, or related field preferred
- Experience working as a certified probation officer, a problem-solving court team member, or a court alcohol and drug program professional staff member, preferred
- Training in substance abuse or addictions
- Working knowledge of Microsoft Word, PowerPoint, SharePoint, and Excel
- Experience managing multiple projects requiring a significant level of detail
- Must have knowledge of evidence-based practices in community supervision, PSC statutes and rules, and A/D statutes and rules
- Ability to communicate with agency staff, the judiciary, court personnel, and prospective faculty in a professional manner
- Ability to work with little supervision or oversight and to exercise independent judgment in a mature and professional manner
- Ability to manage multiple assignments simultaneously
- Ability to identify information, materials, and resources needed to complete a project or assignment
- Possess strong problem-solving skills
- Ability to work effectively and efficiently under pressure
- Extremely detailed oriented and organized
- Ability to use tact and diplomacy when dealing with the needs, problems, and/or concerns of other department staff, outside agency personnel, and/or the public
- Knowledge of proper spelling, grammar, punctuation, and sentence structure to ensure that written materials prepared and reviewed are complete, concise, and error-free
- Excellent written and oral communication skills
- Ability to work effectively both independently and in a team environment
- Possess valid driver's license for work related travel
- Ability to travel in and out of state with some travel requiring overnights.
- Proven ability to exercise discretion in handling confidential information and materials in a professional manner

Must exercise absolute confidentiality; avoid conflicts of interest and the appearance of conflict of interest, abide by the Employee Handbook and Judicial Code of Conduct. Must be willing to submit to a criminal background check.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to provide an exhaustive list of all duties and responsibilities, nor is it intended to limit the authority of supervisors or managers to assign or direct the activities of employees.

The Indiana Supreme Court is an Equal Opportunity Employer. Equal employment opportunities are provided to all applicants for employment without regard to race, color, religion, sex (including pregnancy), gender identity, national origin, age, disability, marital status, political affiliation, socioeconomic status, status as a protected veteran or any other protected status in accordance with applicable federal, state, and local laws, and the Indiana Judicial Code.

If you are a qualified individual with a disability and will need a reasonable accommodation to assist you with applying for the position or to perform the essential functions of the job, the Indiana Supreme Court will provide such reasonable accommodations.