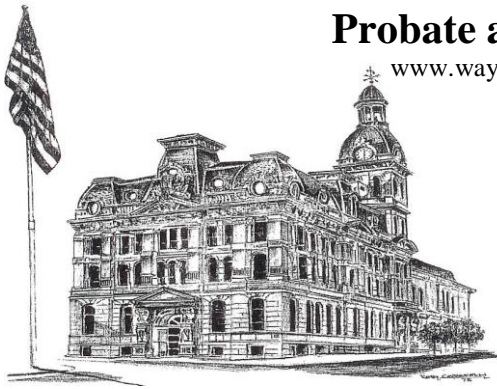


# WAYNE COUNTY COURT OF COMMON PLEAS

## Probate and Juvenile Divisions

www.wayneprobateandjuvenile.org



107 West Liberty Street

Wooster, OH 44691

Juvenile Court Phone (330) 287-5561

Juvenile Court Fax (330) 287-7731

Probate Court Phone (330) 287-5575

Probate Court Fax (330) 287-7727

Juvenile Probation Phone (330) 287-5560

Probation Fax No. (330) 287-5427

**LATECIA E. WILES, JUDGE**

### EMPLOYMENT OPPORTUNITY:

#### FAMILY DEPENDENCY TREATMENT COURT COORDINATOR

The Wayne County Probate Court is seeking to fill an immediate opening for a part-time Family Dependency Treatment Court Coordinator. This position serves at the pleasure of the Judge.

#### **Family Dependency Treatment Court Coordinator Job Duties and Responsibilities (not a comprehensive list):**

1. Attends, facilitates, and documents all pre-court staffings and weekly court hearings;
2. Monitors provision of services to all family dependency treatment court clients;
3. Maintains files on family dependency treatment court clients;
4. Track and maintain information necessary for court records, grants, and other funding sources, generating reports when necessary;
5. Communicates with service providers regarding family dependency treatment court clients and furthers strong working relationship between Court and service providers;
6. Drafts and maintains policy and procedure manuals;
7. Maintains supplies of drug test equipment and sobriety awards;
8. Assists with the application for and maintains grants and other funding opportunities to improve or sustain the existence and growth of the family dependency treatment court;
9. Attends meetings with Court personnel and partners to review program progress, data collection, outcomes, etc.;
10. Assists the treatment team in troubleshooting issues as they are identified, including transportation;
11. Arranges all contacts and visits to the family dependency treatment court by visiting professionals;
12. Negotiates needed service provider agreements and related contracts, subject to approval by the Judge, and monitors contract compliance;
13. Performs screenings, assessments, and drug tests;
14. Attends and participates in multi-system case conferences and communicates outcomes to the Court;
15. Enters and retrieves data via computer;
16. Prepares meeting agendas and drafts meeting minutes;
17. Acts as community liaison and develops collaborative partnerships;
18. Creates opportunities for program participants to do community service work;
19. Assists the participant in all phases including the orientation phase; and
20. Any other duties which the Judge, Magistrates, and/or Court Administrator may assign.

**Education and Experience Requirements:** Bachelor degree in psychology, social work, criminal justice, education, or a closely related field is required. At least two (2) years of work experience in social work, counseling, probation, criminal justice, or a related area is required. Consideration will be given for any combination of higher education and experience that provides equivalent knowledge, skills, and abilities.

**Applications:** Submit a resume in writing by regular U.S. Mail, with cover letter, which must be **received** on or before December 24, 2018, to the Wayne County Probate and Juvenile Court, Attn: FDTC Coordinator Position, 107 W. Liberty Street, Wooster, Ohio 44691. **You must complete a Wayne County Employment Application and submit it with your resume in order to be considered for the position of Family Dependency Treatment Court Coordinator.**

**Wayne County Employment Application (required submission with all employment opportunities)** may be found here: <http://www.wayneohio.org/employment-opportunities>. All positions in the Juvenile and Probate Court are at-will. Failure to submit all requested materials will result in non-consideration of the application. **No telephone inquiries, please.** Applicants will be notified if selected for an interview.

**THE WAYNE COUNTY PROBATE AND JUVENILE COURT IS AN EQUAL OPPORTUNITY EMPLOYER**

Date Posted: November 29, 2018; Application Deadline: December 24, 2018