



CLASS SPECIFICATION

Class Title: Coordinator, Children's Justice Center
Department: Attorney
FLSA: Non-Exempt

Class Code: 6661
Grade: 16
Eff. Date: 05/06/1996
Revised: 03/03/2011

GENERAL PURPOSE

Under the general supervision of the Children's Justice Center (CJC) Director, develops and implements new and existing programs for the CJC, and assists in the day to day operations of the CJC.

EXAMPLE OF DUTIES

Assists the Director with the day to day operations of the Children's Justice Center. In consultation with the County Attorney, assumes executive responsibilities in the absence of the CJC Director including but not limited to providing case coordination for law enforcement and child protective services, and scheduling interviews and exams. Meets with families and performs crisis intervention, and makes referrals to community resources.

Under direction of the Director, responsible for preparing grant applications and ensuring compliance with grant requirements; responsible for seeking new funding sources, research grant opportunities and attend training on grant writing as directed.

Attends Friend's board meetings and assists the Friend's board members in fundraising activities, including but not limited to the annual golf tournament. Prepares and delivers oral presentations for community groups requesting information about the CJC; conducts public tours at the CJC as needed or as directed.

Participates in the development of a CJC Multi-Disciplinary Team (MDT) new member orientation manual; conducts and/or coordinates training for new and experienced staff and professionals using the CJC facility and services.

Maintains all records of CJC cases in the case management system. Prepares and submits statistical reports for the Director as need or as requested, and researches CPS (Child Protective Services) and law enforcement case outcomes.

Assists the Director in implementing a peer review program; tracks professionals who need to submit interviews for peer reviews, and contacts and schedules time with the peer reviewer.

Assures, promotes, and maintains a non-threatening and non-stigmatizing atmosphere, and a positive work environment.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a Bachelor's Degree in Behavioral

Science, or a related field plus two (2) years of full-time related experience; an acceptable combination of education and experience may be considered.

2. Special Qualifications:

Must pass a criminal history background investigation and a child abuse registry background check.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills, and Abilities:

Knowledge of: social work principles; crisis intervention theory and techniques; social service systems; CPS investigative practices; law enforcement investigative practices; prosecutorial process in criminal court and juvenile court; public relations; effective training methods.

Skill in: operating computer hardware and all applicable software programs and applications including Microsoft Office products; using a multi-line telephone, fax machine, multi-function copier, and other common office equipment.

Ability to: train other staff and volunteers; prepare and present public announcements; respond quickly, appropriately, and effectively in crisis situations; work independently; receive and appropriately handle confidential files and information; work with individuals from various socioeconomic backgrounds; communicate effectively (orally and in writing); follow oral and written instructions; establish and maintain effective working relationships with supervisors, other employees, clients, other agencies, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***