

## **Court Program Specialist II – Juvenile Problem Solving Courts**

### **General Description**

The primary focus of the position is to support the efficient operation of Juvenile Problem-Solving Courts. Specifically, juvenile drug court, early childhood court and dependency drug court.

**The Juvenile Problem-Solving Court Case Manager (PSCCM)** monitors juvenile drug court cases and works as a backup for early childhood court and dependency drug court. The PSCCM collaborates with the Court's partner agencies, attorneys, schools, and problem-solving court participants. Also, the PSCCM inputs data, plans, organizes, coordinates and monitors compliance with court orders and treatment plans.

### **Examples of Work Performed**

- Prepares and completes court dockets for judges through data collection and researched case history.
- Attends court hearing, pre-court staffing and multidisciplinary team meetings.
- Attends advisory hearings and pretrial status conferences.
- Manages caseloads of participants and track progress.
- Identifies cases eligible for transfer to juvenile drug court, early childhood court and dependency drug court.
- Coordinates, schedules and attends pre-court staffing, orientation, multidisciplinary team meetings and family team meetings.
- Coordinates and schedules juvenile interdisciplinary team meetings.
- Conducts case staffing with court team members, providers, case managers, therapists, peer specialist, school liaison and other professionals.
- Schedules emergency and expedited hearings.
- Reviews pretrial diversion cases to determine juvenile drug court eligibility.
- Monitors participants' treatment progress and compliance with court orders.
- Identifies challenges participants may face in treatment and the court system.
- Investigates and resolves routine procedural problems.
- Serves as a liaison with attorneys, treatment providers, schools, social service agencies and community stakeholders.
- Reviews court documents to obtain data and enter into the appropriate databases.
- Tracks and enters all referrals into the electronic database system and spreadsheets.
- Maintains physical and electronic files.
- Updates databases and spreadsheets.
- Completes data entry daily to support Problem-Solving Courts' admissions, transfers, and discharges.

### **Education and Experience Guidelines**

Bachelor's degree in social sciences, criminal justice or related field with two years of experience working with court procedures, juvenile law, social work, substance use disorders or any combination of education and experience that provides the requisite knowledge, skills, and abilities for this job.

**Knowledge, Skills and Abilities**

- Basic understanding of court procedures and legal terminology
- Knowledge of substance use disorders and community resources
- Proficient with Microsoft Excel and general computer skills
- Ability to become proficient in court specific software and databases
- Ability to connect participants with services
- Dependability and follow through on assignments.
- Excellent oral and written communication skills
- Critical thinking skills
- Decision making aptitude
- Ability to operate both independently and as a team player
- Timeliness and attendance are essential functions of this position.