

## **Compliance Monitor-Domestic Violence**

### **Court Program Specialist II**

#### **Distinguishing Characteristics of Work**

The purpose of compliance monitoring is to ensure a party, ordered as part of an injunction for protection against violence, to attend a program enrolls and completes the program as ordered by the Court. The Compliance Monitor is responsible for managing these civil injunction cases in a timely and pro-active manner.

The case manager assigned this role will:

- Keep accurate and updated case files on all parties who have been ordered to attend a program
- Have at least monthly contact with all agencies to whom parties have been ordered to ensure compliance with the orders.
- Timely file the appropriate paperwork with the Court upon notification of non-compliance.
- Attend all compliance related hearings.
- Maintain consistent contact with inter-departmental offices to establish hearing dates as well as verification of a parties' incarceration or probation status.
- Be proficient in all data systems utilized to effectively and efficiently monitor the assigned cases.

In addition, the Compliance Monitor will be assigned court coverage duty to attend injunction hearings and will be responsible for the preparation of cases for these hearings on days assigned to court.

#### **Education and Training Guidelines**

Bachelor's degree in social work, psychology, criminal justice, or related field; supplemented by two years of supervised experience in case management that provides knowledge of the court system and judicial process with an emphasis in family, legal case management, and domestic violence cases. Master's degree may substitute for a portion of the required experience.

**Court experience, preferably probation or law enforcement experience, preferred.**

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#### **Knowledge, Skills and Abilities**

- Knowledge of court case management principles.
- Knowledge of community resources and ability to make appropriate referrals.
- Knowledge of the parameters of injunctive relief.
- Knowledge of Domestic Violence Court operations and Florida Statutes 741.30.
- Ability to interact effectively with professional and support staff.
- Ability to communicate clearly and effectively and make written and oral presentations to Judges and community stakeholders.
- Ability to maintain confidentiality and discretion concerning case management.
- Ability to use personal computer, word processing and software applications.
- Ability to analyze data and case information.
- Ability to identify problems and make recommendations for improvement.
- Ability to establish work priorities and meet deadlines.
- Timeliness and attendance are essential functions of this job.

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