

JUVENILE SERVICES COORDINATOR - 9525

Distinguishing Characteristics of Work

This is professional work in the Juvenile Delinquency Court performing caseload management functions and coordination of mental health, substance abuse and other required services. Work is performed under the general supervision of a Court Operations Manager.

Specific Duties and Responsibilities:

- Acts as the court liaison between the State Attorney and Public Defender's offices regarding treatment recommendations for juveniles with mental health and substance abuse needs;
- Attends hearings and provides referrals to judges for juveniles in need of mental health, substance abuse or any other type of services;
- Monitors juveniles for compliance linked to treatment agencies and juveniles committed to DCF for competency restoration treatment and training;
- Maintains an inventory of local and statewide juvenile service programs;
- Informs the court of identified problems, trends and needed services in the community;
- Prepares and processes orders for competency evaluations and DCF commitments;
- Updates and maintains manual and automated case management information and statistical data.
- Performs related duties as directed.

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Education and Training Guidelines

Bachelor's degree in social work, psychology, criminal justice, or related field; supplemented by 3 years of experience in court case management that provides considerable knowledge of the court system and judicial process, preferably in mental health law cases. A Master's degree or law degree may substitute for two years of the recommended experience.

Knowledge, Skills and Abilities

- Knowledge of court case management principles;
- Knowledge of mental health community resources and the ability to make appropriate referrals;
- Knowledge of courtroom protocol for delinquency court proceedings;
- Knowledge of delinquency court operations and Florida Statutes Chapter 985;
- Ability to interact effectively with professional and support staff;
- Ability to communicate clearly and effectively and make presentations to Judges and community groups;
- Ability to maintain confidentiality and discretion regarding cases;
- Ability to use a personal computer and software applications;
- Ability to analyze data and case information;
- Ability to identify problems and make recommendations for improvements;
- Ability to establish work priorities and meet deadlines.
- Timeliness and attendance are essential functions of the job.

The Broward County Court Administrator is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Broward County Court Administrator will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Effective: October 1, 2005