



Administrative Office of the Courts

JOB OPPORTUNITY BULLETIN

COUNTY-FUNDED POSITION

Posting Date: March 12, 2024

Closing Date: March 26, 2024

POSITION TITLE: Dependency Specialty Courts Case Manager/ Court Program Specialist III
MINIMUM ANNUAL SALARY: \$52,185.60

DEPARTMENT: Dependency Case Management
PAY GRADE: 40 **POSITION #** 000053

SUMMARY: Implement dependency specialty court programs to improve judicial economic efficiency and streamline court functions. Perform case management to assist the division judge and families through the judicial system, focusing on permanency planning. Early Childhood Court (EEC), is a specialty court designed to assist families with children, ages zero to five in the dependency system. Family Dependency Treatment Court (FDTC), is a specialty court that enables participants to work on parent/child reunification while receiving substance use treatment. Ensure ECC and FDTC adhere to standards established by Florida Problem-Solving Court Best Practices. Maintain positive relationships with dependency court, case management, service providers, community partners and other stakeholders.

Work under the supervision of the Director of Unified Family Court Case Management. Exercise considerable judgement and independent initiative.

MINIMUM QUALIFICATIONS:

- **EXPERIENCE:** Four years of related experience is required. Must successfully pass a Level II background check and complete orientation training.
- **EDUCATION:** Bachelor degree in legal studies, paralegal, business administration, business management, social work, or a closely related field.

ESSENTIAL DUTIES:

- Attend court, including shelter hearings, to provide support to the presiding judge and perform case management functions.
- Screen dependency cases for dependency specialty court eligibility ; recruit potential participants; prepare orders.
- Work with Clerk of Court to ensure accuracy of court records and timely documentation of information.
- Develop and analyze reports and documentation of court proceedings.
- Research case histories; compile statistical data; prepare reports for the court; update court information sheets; schedule mediations; provide orders of referral for both mediations and General Magistrates.
- Coordinate and facilitate ECC family team meetings, and stakeholder meetings; provide referrals and linkages to appropriate community agencies; troubleshoot process issues in coordination with key stakeholders.
- Collect, track, and report data on efficacy of ECC; monitor standards of practice to ensure consistency and fidelity of the ECC model; facilitate quality assurance and quality improvement efforts to enhance program outcomes.
- Serve as liaison with problem solving court case managers and collaborate on ECC and FDTC case management issues.
- Participate in regular state-wide calls and meetings related to ECC; attend community meetings, trainings, and conferences relevant to ECC.
- Coordinate with the Resource Development Department to explore training and funding opportunities for maximizing capacity; implement and monitor federal and local grants; process invoices from stakeholders; draft reports for funders.

- Maintain files and supporting documentation. Assist in the annual contract process, including suggesting Scope of Services revisions.

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent organizational skills required.
- Knowledge of court case management principles and methods.
- Knowledge of Florida Statutes Chapter 39.
- Ability to conduct research and compose technical reports.
- Must be able to communicate clearly, concisely, and logically.
- Ability to work tactfully with the public and other professionals and non-professionals.
- Ability to use discretion concerning confidential information.
- Must be extremely sensitive to the needs and welfare of children; be highly self-motivated, and able to work independently.
- Must be professional in all regards.

BENEFITS PACKAGE: Paid time off and holidays, comprehensive health insurance and life insurance with accidental death and dismemberment benefits, supplemental dental, vision, life, disability and hospitalization insurance, promotional opportunities, 457 Tax Deferred Retirement Plan. Parking subsidy may apply.

TO APPLY: Submit 1) cover letter, 2) resume, 3) current [State of Florida Application and Addendum](#) (located only at www.fljud13.org) in (1) PDF file via email to recruiting@fljud13.org. **APPLICATION PACKETS MUST INCLUDE THE 3 REQUIREMENTS ABOVE TO BE SCREENED FOR POTENTIAL INTERVIEW.**

NOTICE: Please note that future vacancies in this same classification may be filled as a result of this recruitment. Applicants will be subject to a criminal background check. We are an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability. Requests for ADA accommodation to participate in the application/selection process should be directed to (813) 272-6330.