

Twenty-Third Judicial Circuit  
DeKalb County Court Services  
200 N. Main Street  
Sycamore, IL 60178  
Phone: 815-895-7199  
Fax: 815-895-1642



### POSITION OPENING

**DEPARTMENT:** DeKalb County Court Services

**TITLE:** Program Coordinator

**RESPONSIBLE TO:** Supervisor

**RESPONSIBLE FOR:** Monitoring and developing evidence-based programs for individuals supervised by the department. Acting as a liaison between the Court Services Department and community resources. Completing juvenile investigative reports for the Court and providing recommendations. Supervising juveniles placed in diversionary programs. Performing special projects as directed by the Supervisor and/or Director.

**DUTIES INCLUDE:** See attached job description.  
(Including but not limited to):

**MINIMUM QUALIFICATIONS:** Bachelor of Arts or Science Degree, preferably in Criminal Justice, Social Work or Education

**GENERAL EMPLOYMENT QUALIFICATIONS:** In addition to the minimum educational requirements, successful applicant will have demonstrated ability in following:  
\* *Oral/Written Communication Skills*  
\* *Organizational skills*  
\* *Ability to Collaborate in Team Work Environment*  
\* *Efficiency*  
\* *Bi-lingual Preferred (English/Spanish)*

**STARTING DATE:** June 1, 2018

**SALARY RANGE:** \$38,926.12

**APPLICATION DEADLINE:** May 25, 2018 @ 5:00PM

**APPLICATION PROCESS:** Letters of application and resumes accepted by:  
  
Michael Venditti, Supervisor  
DeKalb County Court Services  
200 North Main Street  
Sycamore, IL 60178  
MVenditti@dekalbcounty.org

*Applicants need to be on state approval hiring list.*

THOSE EMPLOYEES COVERED BY THE BARGAINING UNIT ARE REPRESENTED BY THE "METROPOLITAN ALLIANCE OF POLICE, CHAPTER 696." REGULAR MONTHLY FEES ARE ASSESSED IN THE AMOUNT OF \$33.33.

**"EEO Employer / Program. Auxiliary aids are available to individuals with disabilities upon request"**

## DEKALB COUNTY - JOB DESCRIPTION

**JOB TITLE:** Program Coordinator

**Non-Exempt**

**DEPARTMENT:** Court Services

### GENERAL SUMMARY

Under the direction of the Supervisor/Director, the officer will monitor departmental programs to ensure adherence to evidence-based practices. The officer will act as a liaison between the Court Services Department and community resources and will evaluate programs to determine overall effectiveness. Additionally, the officer will interview, investigate, and verify (where possible) criminal, delinquency, employment, educational information, and any other items per policy and procedure of Juvenile Court Services. The investigative reports will be prepared in a timely manner to be submitted to the Court, State's Attorney, and Defense Attorney per statutory and procedural guidelines. The officer is responsible for the supervision of juveniles placed into diversionary programs in lieu of formal sentencing. The officer performs special projects as directed by the Supervisor and/or Director.

### PRINCIPLE DUTIES AND RESPONSIBILITIES

1. Assists management in assessing the needs of the department through data collection and discussion with system players to determine Evidence Based Programs available.
2. Stays abreast of new research in the area of evidenced based practices and effectively utilizes these principles in the monitoring of programs for identified populations.
3. Develops and communicates criteria for inclusion into the programs to staff for the purpose of making appropriate referrals based on identified needs of the client.
4. Identifies and establishes a network of community resources to provide services including self-help groups, community groups and volunteers based on the identified needs of the department as identified by management.
5. Serve as a liaison between programs players and the department to troubleshoot problems and provide effective feedback.
6. Effectively collaborates with systems players, social services agencies and other officers to ensure programs offered align with evidence-based practices.
7. Maintains records and statistical reports as required by the Administrative Office of Illinois Courts and/or department policies as requested by management.
8. Completes assessments to determine risk and protective factors
9. Actively assists the DeKalb County Juvenile Justice Council and manages the Early Risk Intervention Program for first time juvenile offenders.
10. Conducts interview appointments with juveniles and families in order to complete background investigations for the completion of a pre-adjudication or social history investigation as ordered by the Court of the 23<sup>rd</sup> Judicial Circuit.
11. Completes the pre-adjudication or social history investigations on a timely basis in proper format and submits to the sentencing Court with recommendations for the Court to consider should the juvenile be sentenced.
12. Supervises juveniles placed into Juvenile diversion programs.
13. Testifies in Court as required by the Judge.
14. Adheres to all Court Services' policies and procedures.
15. Develops and maintains positive working relationships with allied agencies and other interested groups within the community.
16. Complies with all applicable statutes and keeps abreast of current developments in the area of probation.
17. Performs special projects and responsible for successful completion of directives as specified by the Supervisor and/or Director.
18. Attends and participates in regularly scheduled staff meetings.

### 1.KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Knowledge, skills, and abilities acquired through the completion of a Bachelor's Degree from an accredited college or university and fulfillment of requirements as defined by the Administrative Office of the Illinois

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements. The principle duties of responsibilities enumerated are all essential job functions except for those that begin with the word **may**.

Courts hiring list.

2. Must possess writing skills necessary to complete reports for use by the Court and other professionals.
3. Must possess all communication and negotiation skills necessary to elicit information from minors and parents as well as probationers and communicate needs of minors and probationers to other service providers.
4. Requires interpersonal sensitivity to cultural and environmental differences found in defendants from a variety of caseload population as well as the work culture.
5. Requires planning, organizational, and time management skills necessary to prioritize a varied workload, complete investigations relative to information supplied by the client (and family) during the interview, and follow up with unverified information in a timely manner in order to complete the investigative reports and submit them to court three working days prior to the court date.
6. Requires analytical decision-making skills and problem solving skills in order to complete work and follow departmental policy and procedures relative to the performance of the position.
7. Requires all fact finding ability in order to complete background investigation, comply with applicable statutes, and compile monthly statistical reports that will be submitted to the Supervisor.
8. Ability to transport oneself in order to accomplish job performance requirements as dictated by Court Services policies and procedures, and AOIC requirements.
9. Requires working knowledge of Illinois Statutes, Juvenile Court Act, and local practice of the Adult and Juvenile Courts.
10. Requires working knowledge of Word and Excel necessary to meet departmental deadlines.

### **PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS**

Talking and hearing (perceiving sounds, including the spoken word) and the ability to distinguish objects clearly at 20" or less with glasses if needed are required 75% of the time or more. Far vision (to distinguish objects at 20 feet and fingering (working with fingers to type or write) are required about 50% of the time. Carrying objects from 10-40 pounds are required about 25% of the time. Walking, sitting, stooping, kneeling, lifting from 10 to 40 pounds are required approximately 10% of the time. Standing, climbing stairs, bending/twisting, reaching, grappling (with client) are required in unusual or non-routine situations. Crouching, crawling, running, climbing ladders, balancing, feeling using sense of touch, lifting 50 or more pounds, carrying 50 or more pounds, pushing 10 or more pounds are not required.

### **WORKING ENVIRONMENT WHILE PERFORMING ESSENTIAL FUNCTIONS**

Over 75% of the work time is spent inside protected from weather conditions, exposure to hazards such as mechanical, electrical. Exposure to weather outside where there is no protection, hazards due to chemical, burns, radiant energy, radiation, odors, dust, poor ventilation, physically confined worksite are present in only unusual situations. Exposure to extreme temperature variations from hot/cold, wet or humid, noise, vibration, hazard due to explosives, heights above 12', fast moving vehicles or fumes is not present.

### **EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS**

Equipment used is typewriter, calculator, copy machine, computer terminal, facsimile machine, printing equipment, and telephone. Transportation sufficient to accomplish job objectives will be needed. Personal protective equipment. Surgical gloves, face mask and obtaining urine in a urinalysis cup and may be required.

### **REPORTING RELATIONSHIPS**

**Reports To:** Director and/or Supervisor  
**Directs Work Of:** None/Individual Contributor

### **HIRING CONTINGENCY**

After an offer of employment is extended to a specific candidate, said candidate's hiring is contingent upon passing a criminal background check, drug test and the candidate obtaining a tuberculosis screening test.

All employees, including those with a history of Bacillus of Calmette and Guerin (BCG) vaccination, should receive a ATwo-Step@ Mantoux tuberculin skin test unless a previously positive reaction can be documented. The Two-Step must be performed at the DeKalb County Health Department or a personal physician at a nominal cost to the employee. Documentation of the test results must then be provided to Court Services Administration.

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Individuals with active pulmonary or laryngeal TB will not return to work until there is definite proof of lack of infectivity in respect to negative cultures and negative sputum smears. Documentation of the test results must then be provided to Court Services Administration.

All employees with negative PPDs will be retested annually by DeKalb County Health Department.

Perspective employee has been cleared through a criminal background check.

**BLOODBORNE PATHOGEN RISK CODE:** Yes

**RECEIPT AND APPROVAL**

\_\_\_\_\_  
Employee Name (Print)                      Employee Signature                      Date \_\_\_\_\_

\_\_\_\_\_  
Name (Dept. Hd/Elected)                      Title                      Date \_\_\_\_\_

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