

## **HOW TO APPLY**

Submit a current and complete State of Florida Employment Application to the People First Service Center online at <https://peoplefirst.myflorida.com/logon.htm>.

**Anticipated Vacancy**  
**Program Coordinator**  
**(Early Childhood Court)**

**Annual Base Salary: \$55,764.51**

### **General Description**

The essential function of the position within the organization is to provide and coordinate the Early Childhood Court (ECC) initiative. The position is responsible for coordinating and collaborating with ECC families and community stakeholders; serving as the liaison for the court and the court team, collecting case related data, attending court hearings, and scheduling and facilitating court team meetings. The position works under direct supervision of the Senior Court Operations Consultant, independently, developing work methods and sequences.

### **Examples of Work Performed**

*(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)*

- Oversees research and management of cases/files, including monitoring workflow; directs, organizes, maintains, and supervises court docketing; prepares special orders as required and meets with stakeholders and public as required.
- Plans, develops, and drafts program materials, such as training materials, procedural checklists and protocols, or information sheets and notices for the general public.
- Assists in developing, drafting, and implementing operational policies and procedures to enhance program operations, ensures compliance by staff with applicable rules, statutes, policy, and procedures; and interprets policy for staff/stakeholders as required.
- Provides information on case status and procedures, handles requests for information, and resolves complaints; reviews computer reports and case files as required.

- Identifies issues and problems involving the area of responsibility and makes recommendations for resolution.
- Gathers and analyzes information/data or oversees compilation of data to support periodic and special reports documenting activities for the area of responsibility.
- Performs administrative tasks, such as reviewing and organizing calendars, processing files, submitting monthly data, and preparing correspondence.
- Identifies services and program needs, including available resources, which may include support from private entities or grant funding.
- Attends and/or conducts staff, committee, or other professional meetings to exchange information; establishes and maintains working relationships with other court personnel and the community.
- Attends technical or professional workshops or seminars to improve professional skills.

## **Education and Experience Guidelines**

### **Education**

Bachelor's degree in social work, business administration or management, or a closely related field. *Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience*

### **Experience**

Four years of related work experience working with children and families, child welfare or related human services.

Juris Doctor degree may substitute for up to three years of related work experience.

A Master's degree in social work may substitute for one (1) year of the required experience.

*Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.*

### **Licenses, Certifications, and Registrations Required:**

Requires certification appropriate to the position.

### **Competencies**

#### **Data Responsibility**

Directs others in major events and reports on activities and results.

**People Responsibility**

Directs others by determining or interpreting work procedures, assigning specific duties, maintaining harmonious relations, and promoting efficiency.

**Assets Responsibility**

Requires some responsibility for achieving minor economies and/or preventing minor losses through the handling of or accounting for materials, supplies, or small amounts of money.

**Mathematical Requirements**

Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percents.

**Communications Requirements**

Involves the ability to read, write, and speak.

Reads scientific and technical journals, abstracts, financial reports, and legal documents; writes complex articles and reports; makes presentations to professional groups.

**Complexity of Work**

Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

**Impact of Decisions**

The impact of errors is extremely serious – affects work unit and affects other units or citizens.

**Equipment Usage**

Leads or handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs, such as word processing or custom applications.

**Safety of Others**

Requires responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

**Special Comments:**

- The position is available October 24, 2022 or later.
- Must possess good oral and written communication skills and be proficient in the use of Word, Word Perfect and Excel.
- Understanding of legal terminology preferred.
- Experience in the court system is preferred.
- An application addendum is required for final applicants.
- A thorough criminal and civil background check will be conducted on all final applicants.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

If you need an accommodation to participate in the application/selection process, please call the contact person at the number indicated for each respective position. Persons using a TDD may call the contact person through the Florida Relay Service 1-800-955-8771.