POSITION DESCRIPTION
LaPorte County Family Recovery Court/Juvenile Mental Health Court Assistant

POSITION: Family Recovery Court (FRC)/Juvenile Mental Health Court (JMHC) Assistant

DEPARTMENT: La Porte Circuit Court

STATUS: Contracted position, (employment beyond grant funding not guaranteed)

START DATE: 9/3/2020

SALARY: $14.00 an hour, 35 hours a week (will receive a 1099)

FRC/JMHC ASSISTANT DUTIES:

- Helps handle and manage the caseload and assist in the organization of everyday activities
- Assists in the certification of the Problem Solving (PS) Courts; FRC & JMHC
- Assists with FRC/JMHC activities
- Assists coordinator with scheduling and intakes
- Assists to ensure the courts compliance with PS statues and rules
- Assists in development of FRC/JMHC policies and procedures
- Assists in the drafting service provider contracts and team member memoranda of understanding
- Assists with all local, federal, foundational and state grants for the courts
- Assists program in locating local resources
- Serves as court report for all FRC and CHINS sessions and JMHC when needed
- Participates in team meetings
- Serves as a liaison to local service providers and community groups
- Attends FRC/JMHC hearings and staffing
- Assists in maintaining all appropriate data collection
- Assists the Program Coordinator as needed
- All additional duties required by the LaPorte Circuit Court Judge, FRC Magistrate, Juvenile Magistrate and FRC/JMHC Coordinator.

MINIMUM JOB REQUIREMENTS:

- Minimum High School diploma, Associates or Bachelor’s degree preferred.
- Complete a staff orientation program approved by the FRC Committee within the staff members first year of employment with the court.
- Ability and proficiency to also assume the duties of ADR Coordinator.
DIFFICULTY OF WORK:

Performs a variety of duties which are broad in scope and require the application of sound judgement based on experience and training.

RESPONSIBILITY:

The staff member must have the ability to work independently while maintaining the highest level of professionalism. Maintaining ethical boundaries and confidentiality at all times.

WORK RELATIONSHIPS:

The staff member will network and maintain relationships with Circuit and Superior Court Judges and Juvenile Magistrate, Circuit Court Chief of Staff, Department of Child Services staff, probation officers, attorneys, law enforcement, treatment agencies, participants and their families, representatives of various agencies, and members of the general public for a variety of purposes, including presentation regarding the FRC/JMHC program(s).

THE STAFF MEMBER REPORTS DIRECTLY TO THE FRC/JMHC COORDINATOR WHO THEN REPORTS DIRECTLY TO THE CIRCUIT COURT JUDGE, FRC MAGISTRATE AND JUVENILE MAGISTRATE.

LaPorte Circuit Court Will:

- Act as the fiscal agent for all grants.
- Provide current data on all participants.
- Provide program leadership and direction.
- Provide office space, internet, telephone, supplies and laptop.

*Job description is subject to change, upon amendment by the FRC/JMHC coordinator, Circuit Court Judge, Juvenile Magistrate and/or FRC Magistrate.