

Job Title	JP Court Program Specialist
Employer/ Agency	TRIAD Prevention Program Justice of the Peace Court Program
Job Description	<p>Under the supervision of the TRIAD Program Manager, the JP Court Program Specialist provides direct supervision to JP Court Liaisons who provide services in cases involving juvenile offenders who appear before a Justice of the Peace Court in Harris County. The JP Court Program Specialist provides training and technical assistance to JP Court Program staff, Judges and their clerks that includes providing or arranging coverage for court dockets. The JP Court Program Specialist also provides training and mentoring for new court liaison staff. The JP Court Program Specialist enforces unit policies and procedures; reviews program reports and documentation for accuracy and handles personnel issues. Prepares and submits reports. The JP Court Program Specialist will represent the TRIAD/JP Court program in the community through participation in speaker bureaus and community fairs.</p> <ul style="list-style-type: none"> • Direct supervision of TRIAD/JP Court Liaison staff • Provide training and technical assistance to case management staff, other TRIAD JP Court staff, Judges and court staff • Establishes and maintains working relationships with collateral agencies (such as schools and courts) • Provides docket coverage as needed • Prepares and submits required reports. • Represents TRIAD JP Court Program in the community. • Attends mandatory TRIAD staff meetings and trainings • Develops local resources and monitors the effectiveness and adequacy of those resources • Responsible for any other job-related assignments deemed necessary by JP Court Program Manager
Qualifications	<p>REQUIREMENTS:</p> <ul style="list-style-type: none"> • Bachelor's degree • Three (3) years of experience in social service • Knowledge of the <u>Texas Family Code</u> and related laws governing children/families and the ability to interpret these laws to youth, parents and other stakeholders • Knowledge and understanding of adolescent's problems and stages of development • Knowledge of supervision theory and implementation • Effective supervisory skills. • Knowledge of county, city and other local resources • Ability to communicate clearly in both oral and written forms • Ability to interact with Judges and court staff in a tactful and diplomatic manner <p>PREFERENCES:</p>

	<ul style="list-style-type: none"> • Bachelor's degree in Social Work, Psychology, Sociology, Criminal Justice or related field • A Master's degree • Previous supervisory experience and/or experience with Justice Courts, Juvenile Probation, Mental Health Mental Retardation Authority or Child Protective Services or other work with youth, adolescents, and families
Salary/Hours	40 Hours Per Week Monday – Friday Some Evenings and Weekends SALARY: Based on Promotion Policy
Application Method	SUBMIT LETTER OF INTEREST AND RESUME TO: Rolanda Bass 2525 Murworth Houston, Texas 77054 Rolanda.Bass@cps.hctx.net
Opening Date	2/5/15

To post a job opportunity or if your response to this job posting results in successful employment, please email the GCSW Office of Alumni and Career Services at mswjobs@central.uh.edu with the hiring details of your new job opportunity. Thank you.