

**UNIFIED JUDICIAL SYSTEM  
POSITION DESCRIPTION**

**CHILDREN & TRIBAL SERVICES COORDINATOR**

**CLASS CODE: 99-22-61**

**POSITION PURPOSE**

Manages the Court Improvement Program (CIP) grant and activities to accomplish grant objectives and the CIP strategic plan to facilitate continuation of the program which has significant relevance to the state court system and the child welfare system and has national implications.

**DISTINGUISHING FEATURES**

This position is accountable for the successful completion of CIP grant instructions which benefit the Unified Judicial System (UJS), child welfare communities, state agencies who are related to the foster care system, and Court Appointed Special Advocate (CASA).

**MAJOR RESPONSIBILITIES**

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list inclusive.

1. Writes the CIP grants – basic, training, and data – along with a budget and a strategic plan in accordance with grant instructions and requirements and oversees implementation of strategic plan goals.
  - a. Hosts UJS-sponsored conferences and training for judges, attorneys, and child-welfare community members.
  - b. Collects and analyzes data from UJS, Departments of Social Services and Education, and CASA programs as it relates to children in the foster care system.
  - c. Uses data analyses to determine areas of the court to improve safety outcomes for children in foster care and to improve timeliness to permanency.
  - d. Processes CASA grant applications for CIP basic funds annually, and CIP training and data grant funds on an ongoing basis.
  - e. Processes CASA grant applications for annual SD CASA Commission grants and for ongoing CASA grants as needed.
  - f. Prepares agendas, participates in, and maintains minutes for the CIP Committee and SD CASA Commission's meetings.
  - g. Attends annual CIP grantees' meeting and other meetings, training sessions, and conferences.
  - h. Conducts an annual case file review to collect data on case flow, hearing timeliness, and outcomes, and uses the results to identify areas for improvement.
  - i. Conducts an annual site visit for each CASA program and submits a summary report on findings for the annual SD CASA Commission meeting.
  - j. Stays current with federal and state child welfare laws and applies them to CIP-sponsored materials, e.g., professional reference guides, brochures, and SD Guidelines for Judicial Process of Child Abuse and Neglect Cases.

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- k. Provides support to the local CASA programs as needed for, but not limited to, policy and procedure, board management, program management, and other topics as they arise.
  - l. Provides support to clerks of court offices regarding child abuse and neglect case.
  - m. Serves as the point of contact and represents South Dakota for the South Dakota and National CASA programs.
  - n. Provides the SCAO with reports and statistical information for legislative needs.
  - o. Manages and supports CIP strategic initiatives, such as but not limited to, court hearing observation project, and case flow management.
  - p. Participates in DSS-CPS Title IV-E reviews, Child and Family Services Review (CFSR), Program Improvement Plan (PIP), and other projects as they arise.
  - q. Represents CIP in standing committees with DSS-CPS and the Center for the Prevention of Child Maltreatment (CPCM).
2. Develops and coordinates specific strategies to engage with tribal stakeholders to improve the outcomes for the Native American youth.
- a. Holds stakeholder meetings to identify effective and available resources for Native American youth.
  - b. Staffs committee and workgroup meetings to support engagement of tribal entities.
  - c. Researches and evaluates evidence-based and cultural appropriate treatment and intervention methods to assist court services officers.
  - d. Support South Dakota's Indian Child of Welfare Community of Practice
  - e. Support Tribal JDAI diversion sites.
3. Provides the Information and Technology (IT) department information on child abuse cases to improve and adjust the system.
- a. Identifies statistical reports in the case management system in conjunction with the I/T staff and Policy and Legal Services.
    - i. Finds work-around reports to meet statistical reporting needs.
    - ii. Tests newly built reports.
  - b. Follows up on JIRA (Juvenile Risk Assessments) reporting issues, test cases, and system functions and reports accordingly on the fixes and issues.
  - c. Assists UJS I/T help desk with child abuse and neglect case-specific issues in the case management system.
4. Performs other work as assigned.

## **SUPERVISORY FUNCTIONS**

This position does not have supervisory authority.

## **ESSENTIAL FUNCTIONS REQUIRE**

General physical functions of sitting, standing, lifting, and driving; attendance in accordance with rules and policies; in-state and out-of-state travel to attend meetings, trainings, and conferences; use of office equipment such as computers, telephones, etc. The incumbent must understand and interpret complex grant guidelines and integrate them into a strategic plan and annual report; analyze data from various sources and use the results to improve program effectiveness; fairly evaluate applications for, and award, grant funds; organize meetings,

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trainings, and conferences; understand and apply record search procedures; and understand and apply community-based voucher processes.

### **PROBLEMS AND CHALLENGES**

Challenges include remaining current on grant mandates, program instructions, and required timelines for reports. This is challenging because of the diversity of the grant, the broad scope of activities and stakeholders involved, and the potential for loss of funding for failing to comply with guidelines. Further challenged to understand how computer systems are developed and programmed to ensure that system processes and tools accommodate the business reporting requirements of case management.

Problems encountered include setting committee meetings to meet the majority of the members' schedules; securing quality presenters for conferences and training; identifying and resolving issues between search firms and clerks of court; and quickly changing thought processes from CIP grant duties to case management computer system duties to record search duties.

### **DECISION-MAKING AUTHORITY**

Decisions include whether CASA grant applications meet requirements and whether to accept or reject them; daily working decisions on the CIP grant program; and evaluating limited resources for tribal youth.

Decisions referred to include CIP program policy; other policy and legal issues; and final approval of resources used in probation of juveniles.

### **CONTACT WITH OTHERS and PURPOSE**

Regular contact with federal program specialists, Circuit Judges and staff, Tribal Court Judges and staff, state department secretaries, state program directors and staff, national CASA program staff, local CASA program directors and staff, State's Attorneys and staff, and community members and stakeholders regarding the CIP grants, goals, and reports.

### **WORKING CONDITIONS**

The incumbent works in a typical office environment; in-state and out-of-state travel is required to attend meetings, training, and conferences.

### **COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT**

#### **Knowledge, Skills, and Abilities**

Knowledge of:

- grant management – application, planning, allocation, monitoring, reporting, etc.;
- the court system in general;
- child welfare systems;
- business practices recorded and reported electronically.

Skill in:

- problem-solving;

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FLSA: Non-Exempt

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- multi-tasking;
- diplomacy.

Ability to:

- plan and organize activities, both short- and long-term, to reach established goals;
- establish and maintain effective working relationships with a wide range of people;
- research and analyze available information and make difficult decisions;
- make daily informed decisions based on knowledge acquired and ongoing;
- communicate effectively, both orally and in writing.

### **Education**

Bachelor's degree in human services, criminal justice, psychology, or a related field.

### **Experience**

Two (2) years of experience in legal or court systems, child welfare, or a related field; or an equivalent combination of related education and experience.