

COURT2CAREER COORDINATOR

Title: Court2Career Coordinator

Position Type: Full-time/Grant Funded/Temporary--1 year

Position Classification: Re-Entry Coordinator

Summary: The primary role of this position is to develop relationships with local County Attorneys and local Judges to bridge the gap by placing individuals in jobs that will allow them to overcome any barriers related to legal matters. We do this by making sure they have gainful employment, seeking better positions, working to relocate in other areas of our region if needed and continuous follow up to ensure their success.

Essential Functions/Duties:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Interfaces with the local team in a professional manner
- Maintain regular and punctual attendance
- Develops and maintains good relationships with the County Attorney in each county of responsibility and the Judges
- Provides pathway to jobs by connecting with employers
- Document results professionally
- Provide weekly updates of results
- Creates positive public relations
- Maintains relationships with employer partners and community partners
- Develops a relationship with those responsible for Drug Court
- Develop expansion opportunities within the area and implements those
- Maintains and grows collaborations with key entities
- Provides intervention when needed to ensure success



Qualification Requirements:

- Bachelor's degree preferred but not required
- Years of experience will be considered
- Must have reliable transportation to and from locations
- Must have valid driver's license and insurance
- Must follow all safety procedures and correct safety issues, if possible.
- Must be detail-oriented and a multi-tasker with the ability to prioritize job duties with minimal supervision
- Must possess versatility, discretion and good interpersonal skills with ability to work with diverse people
- Must be able to understand regulations, contracts and negotiations
- Must have great oral and written skills
- Must be comfortable with public speaking
- Prefer experience working with re-entering citizens, and/or individuals with criminal backgrounds

**Please send resumes and salary requirements to
DaRhonda Hawthorne:
DaRhonda@southcentralworkfocrcce.com by 1/28/2020**

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