

**Champaign County Family Court
Position Description**

Job Title: G.R.A.C.E. Coordinator

Essential Duties and Responsibilities

- I. Formulation of Recommendations for G.R.A.C.E. Youth and Families
 1. Facilitates all G.R.A.C.E. MDT meetings.
 2. Completes a CANS assessment for each family at identification and closure of the case.
 - a. Convenes a meeting to include all providers for CANS input OR contacts each current service provider for identified G.R.A.C.E. youth to obtain feedback for the CANS assessment.
 3. Rates CAPM Family Assessment factors for youth and families who do not have a Family Assessment within 90 days of G.R.A.C.E. identification.
 4. Makes formal, written referrals for services identified through G.R.A.C.E.
 5. Completes trauma timelines or social histories for GR.A.C.E. youth as needed.
 6. Conducts placement searches for G.R.A.C.E. youth as needed (for youth not in the custody of CCDJFS).

- II. Systems Change Management
 1. Identify and prioritize system issues and change opportunities that impact the success of the Program.
 2. Coordinate and facilitate the Program and partnerships between systems, community, the Court, and other stakeholders working with dually involved youth.
 - a. In conjunction with committee leadership, plan agendas, attend and support the Executive Committee and subcommittees in accomplishing tasks.
 - b. Integrate the work of the subcommittees into the overall Program.
 3. Serve as G.R.A.C.E. Program Liaison
 - a. Gather G.R.A.C.E. data from service providers including, but not limited to, schools, SACWIS/CCDJFS, and the Court during involvement in G.R.A.C.E. and for one year post G.R.A.C.E. identification;
 - b. Maintain this data in the database.
 - c. Use the data to compile data reports highlighting quantitative and qualitative findings on a routine basis.
 - d. Identify policies, protocols, and practice changes that lead to better functioning of the Program and improved outcomes for youth consistent with the goals of the Program.
 - e. Communicate with leadership (Court and CCDJFS) about practice changes and daily problem solving.
 - f. Review existing protocols and policies for revisions or clarification and provide recommendations to the Executive Committee on the direction of the Program.

- III. Communications Strategy Development and Implementation
 1. Establish and maintain communication strategy with the Executive Committee and subcommittees so that all are aware and informed of the progress of the Program.
 2. Work with schools to identify youth at risk of truancy, but who are not yet truant, and provide services to those youth.

- a. This would include home visits to ask about/assess services needed, particularly concrete services or problem solving around barriers, such as transportation;
- b. May include facilitating MDT's for these youth until FCFC can open.
3. Schedules all G.R.A.C.E. meetings.
 - a. Sends invitations and sets up virtual inks.
4. Attends all Court hearings and any SAR/CCDJFS meeting for open G.R.A.C.E. youth.

Knowledge, Qualifications, Skills, and Abilities

1. Possesses knowledge of juvenile justice and child welfare policy and practice.
2. Has experience working with both government and community-based systems and organizations.
3. Can effectively communicate orally and in writing.
4. Possesses strong facilitation skills.
5. Has excellent time management skills and is able to prioritize multiple demands and set priorities that best serve the Program.
6. Exhibits openness, creativity, and flexibility.
7. Is able to gain inclusion and input of key stakeholders.
8. Is able to work independently and willing to identify issues and propose solutions.
9. Is able to work with leaders with, at times, differing priorities, to build solutions that benefit our children and maintain neutrality while working toward the best solutions.
10. Has a strong desire to positively impact the lives of children and families.

Education and Experience

The ideal candidate will have at least two years' experience in social services.

Annual Salary/Work Hours

Salary is commensurate with experience.

The normal hours of operation are 8:00 a.m. to 4:00 p.m. Monday through Friday. This position may require some work beyond normal work hours.

Licensure or Certification Requirements

State motor vehicle operator's license

Application/Resume

Interested candidates should submit a resume and references to Magistrate/Director of Court Services at mscott@ccfamct.us.

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