

## **17<sup>TH</sup> JUDICIAL CIRCUIT COURT WINNEBAGO COUNTY**

### **NON BARGAINING UNIT VACANCY:**

#### **WELLNESS TRACK COURT LIAISON**

**WAGES:** \$20.00 hourly

**HOURS:** Full-time, 40 hours per week

**BENEFITS:** IMRF Pension, Health Insurance

The 17<sup>th</sup> Judicial Circuit Court -Winnebago County Circuit Court, is accepting applications for a Court Liaison. The Court Liaison is responsible for the daily operations of the Winnebago County Circuit Court Wellness Track and fulfilling the coordinator duties as well as working on innovative projects to support behavioral health interventions in the Courts. The Court Liaison reports directly to the Deputy Court Administrator of Specialized Court Programs and works under the supervision of the Presiding Judge of the misdemeanor Wellness Track.

#### **RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:**

- Oversee and accomplish project goals and objectives in accordance with developed timelines and complete all project reports.
- Coordinate, manage, and attend regular multidisciplinary stakeholder meetings.
- Meet with potential clients and complete intake process including completing identified screening tools and making referrals to appropriate resources.
- Gather client specific updates from community providers and relay to the Court and parties.
- Complete required paperwork and gather updates from each client prior to court, then lead the court call, sharing their updates with the Court and parties.
- Collect project required data on clients assisted and maintain required records.
- Develop and maintain collaborative relationships with project stakeholders including but not limited to law enforcement, Crisis Co-Responder Team, the State's Attorney's Office, the Public Defender's Office, Corrections, community treatment providers, and the Judiciary.
- Review misdemeanor court records for identification of defendants with potential mental health and/or substance use disorder needs.
- Provide limited case management services to misdemeanor defendants associated with the Wellness Track.

#### **QUALIFICATIONS:**

All applicants must possess a bachelor's degree.

#### **PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of the justice system.
- Knowledge related to the areas of mental health disorders and treatment and substance use disorder treatment.
- Knowledge of community based resources including treatment resources.
- Ability to coordinate teams of professionals to accomplish stated grant goals.

- Ability to communicate effectively with clients in need of substance use or mental health disorder treatment.
- Ability to perform tasks independently and increase subject matter knowledge through self-guided learning opportunities.
- Ability to communicate effectively with stakeholders and case parties to convey sensitive information.
- Knowledge related to data-collection and data reports.
- Familiarity and skill in using Microsoft Office programs.
- Ability to solve problems through use of creative and solution-focused approaches.

**APPLICANTS SHOULD SEND RESUME AND COVER LETTER ELECTRONICALLY TO:**

Emily Behnke, Deputy Trial Court Administrator  
400 W. State St. Suite 215  
Rockford, IL 61101  
ebehnke@17thcircuit.illinoiscourts.gov

Be advised that all offers of employment are subject to a satisfactory background review and drug test.

POSTED: June 24, 2024

EXPIRATION: Open until filled

**EQUAL OPPORTUNITY EMPLOYER**