

17TH JUDICIAL CIRCUIT COURT

WINNEBAGO COUNTY

NON BARGAINING UNIT VACANCY:

Local Council Coordinator 17th Judicial Circuit Court Family Violence Coordinating Council

WAGES: \$25.00 hourly (Grant Funded)

HOURS: Part-time – 20 hours per week

BENEFITS: IMRF Pension

The 17th Judicial Circuit Court is accepting applications for the Local Council Coordinator of the 17th Judicial Circuit Court Family Violence Coordinating Council (FVCC). The Local Council Coordinator is a part-time position that reports directly to the Chairperson of the 17th Judicial Circuit FVCC and the Deputy Court Administrator, under the Office of the Chief Judge of the 17th Judicial Circuit. The Local Council Coordinator provides administrative assistance to the FVCC; mobilizes resources to address the council's needs and programs; works with the council and its various committees to identify, develop, and analyze work plans regarding issues of family violence (child abuse, partner abuse, elder abuse); networks and communicates with other local FVCCs Councils and the Illinois FVCC.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Provide support to the Council Chairperson and the 17th Circuit Court in furtherance of the objectives of the 17th Judicial Circuit FVCC.
- Coordinate and attend FVCC and committee meetings, including local coordinator meetings and annual full council meetings.
- Establish and maintain collaborative relationships with the judiciary, law enforcement, school district, social service agencies, healthcare providers, faith-based organizations, culturally-specific organizations, and other entities interested in the work of the FVCC.
- Work with committee chairs to ensure the development of committee meetings and trainings including agendas, minutes and announcements as necessary.
- Provide support for all FVCC committees, including meeting summaries, developing agendas, and communications with committee members.
- Develop and coordinate FVCC activities, including but not limited to trainings, awareness events, and prevention activities, to meet the goals/objectives of grants awarded to the local council.
- Gather, reproduce, and disseminate materials to the council regarding local, state and national programs and current issues involving family violence.
- Attend local, regional, and state trainings.
- Represent the FVCC at community events and other co-sponsored meetings/trainings as appropriate.
- Establish and maintain relationships with local and state stakeholders to provide information on FVCC activities.
- Develop content for the FVCC social media account and maintain social media presence
- Develop content for the FVCC mailing list and keep up-to-date membership and resource list
- Prepare and submit all FVCC program progress reports, fiscal reports and grant renewals as necessary.
- Assist in evaluation of the FVCC's efforts and including development and monitoring of committee work plans and general grant compliance.

QUALIFICATIONS:

A successful candidate should possess a background in the areas of family violence prevention and community organizing. Bachelor's degree preferred, however equivalent experience in a related field and work history will be considered. 40-hour domestic violence training must be completed upon hire if not previously completed.

Due to grant-funding restrictions, the coordinator may not provide professional services, paid or unpaid, to any victims or perpetrators of family violence. The coordinator may not provide those professional services to an entity that takes a selective advocacy position on behalf of victims or perpetrators of family violence. The coordinator, as a representative of the FVCC, must maintain independence from such entities.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the justice system and community resources
- Knowledge related to the areas of domestic violence, child abuse, sexual assault, elder abuse and human trafficking
- Knowledge related to grant writing and administration
- Skilled in use of computer programs and social media
- Strong written and verbal communication skills
- Strong meeting facilitation and organizational skills
- Ability to perform tasks independently and increase subject matter knowledge through self-guided learning opportunities
- Ability to solve problems through the use of creative and solution-focused approaches

GRANT FUNDING ADVISEMENT:

This position is funded by State of Illinois General Revenue Funds administered through the Illinois Criminal Justice Information Authority.

The selected applicant will be personally responsible for the payment of all fees and/or costs associated with maintaining any professional licenses and/or continuing education requirements.

APPLICANTS SHOULD SEND RESUME AND COVER LETTER ELECTRONICALLY TO:

Nicole Ticknor, Deputy Court Administrator
400 W. State St. Suite 215
Rockford, IL 61101
nticknor@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