

**17TH JUDICIAL CIRCUIT COURT
WINNEBAGO COUNTY**

NON BARGAINING UNIT VACANCY:

DOMESTIC VIOLENCE PROGRAM GRANT MANAGER

WAGES: \$21.00 hourly

HOURS: Full-time, 40 hours per week

BENEFITS: IMRF Pension, Health Insurance, Vacation, Paid Holidays

The 17th Judicial Circuit Court -Winnebago County Circuit Court, is accepting applications for a Project Manager for the Improving Criminal Justice Responses to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Grant Program (ICJR). The Project Manager is responsible for the daily oversight and fulfillment of the ICJR Program. ICJR is a federal grant awarded to The 17th Judicial Circuit Court by the Department of Justice Office on Violence Against Women. The Project Manager reports directly to the Deputy Court Administrator of the Domestic Violence Coordinated Court and works under the supervision of the Presiding Judge of the Domestic Violence and Family Division and Trial Court Administration.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Complete all programmatic and fiscal grant reports.
- Oversee and accomplish grant goals and objectives in accordance with developed timelines.
- Coordinate, manage, and attend regular multidisciplinary stakeholder meetings.
- Develop, schedule, and attend trainings related to grant goals and objectives.
- Develop and maintain collaborative relationships with project stakeholders including but not limited to law enforcement, the State’s Attorney’s Office, the Public Defender’s Office, and community providers.
- Monitor compliance with court-ordered conditions including no contact orders
- Provide administrative support related to Order of Protection court proceedings and Domestic Violence Coordinated Court case screening.
- Collect and analyze data for purposes of identifying patterns, system gaps, and completing required grant reports.

QUALIFICATIONS:

All applicants must possess a bachelor’s degree and must complete a 40-hour domestic violence training upon hire.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the justice system.
- Knowledge related to the areas of domestic violence and/or sexual assault.

- Ability to coordinate teams of professionals to accomplish stated grant goals.
- Ability to facilitate meetings and trainings.
- Skilled in public speaking and community engagement efforts.
- Ability to perform tasks independently and increase subject matter knowledge through self-guided learning opportunities.
- Knowledge related to data-collection and data reports.
- Knowledge related to budget-management and fiscal reporting.
- Familiarity and skill in using Microsoft Office programs including PowerPoint.
- Ability to solve problems through use of creative and solution-focused approaches.

GRANT FUNDING ADVISEMENT:

This position is funded by a grant from the United States Department of Justice, Office on Violence Against Women. This position is fully funded through the Improving Criminal Justice Responses to Domestic Violence, Dating Violence, Sexual Assault, and Stalking Grant Program. Acceptance of this position shall not be construed as a guarantee of employment beyond the grant funded period.

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 Trial 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