



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

**PLEASE POST
ANNOUNCEMENT NO. 26302**

POSITION TITLE: RESOURCE COORDINATOR III **JG: 21**

LOCATION: SUPREME COURT, KINGS COUNTY - CRIMINAL TERM

BASE SALARY: \$ 58,298 + LOCATION PAY \$3,697

CLASSIFICATION: NON-COMPETITIVE / TEMPORARY
THIS POSITION IS TEMPORARY. GRANT FUNDING FOR TWO (2) YEARS.

QUALIFICATIONS: Masters Degree from an accredited college or university and one (1) year of satisfactory full-time experience in social casework with a recognized public or private agency adhering to accepted professional standards; **or** Bachelors Degree from an accredited college or university and three (3) years of satisfactory full-time experience in social casework with a recognized public or private agency adhering to accepted professional standards; **or** Credentialed Alcoholism and Substance Abuse Counselor (CASAC) and four (4) years of satisfactory full-time experience in social casework with a recognized public or private agency adhering to accepted professional standards; **or** An equivalent combination of education and experience.

Preference will be given to: applicants with experience working with the substance abuse and trauma exposed population; strong organizational and time management skills; ability to demonstrate effective communication and interpersonal skills with team members; proficiency in MS Office and web-based programs; ability to multi-task while maintaining a high level of attention to detail; and the ability to communicate in both English and Spanish is preferred.

DISTINGUISHING FEATURES OF WORK:

Resource Coordinators III report to the Project Director and/or Chief Clerk and work in problem solving parts and units throughout the Unified Court System. Resource Coordinators III are responsible for analyzing cases, determining treatment, counseling and intervention options in order to make recommendations to the Court. Resource Coordinators III act as liaisons between the Court and Case Managers and act as the courtroom representative for problem solving parts and units. Resource Coordinators III supervise five (5) or more case managers, or have responsibility for the operations of multiple problem solving parts or multiple geographic locations. Resource Coordinators prepare written reports, update computer programs and maintain case files. Resource Coordinators may also perform other related duties.

ASSIGNMENT:

THIS IS A TEMPORARY POSITION SUBJECT TO A 2-YEAR COMPREHENSIVE TRAUMA APPROACH PROGRAM (CTAP) GRANT. Duties in the Brooklyn Treatment Court include implementing a new grant funded program involving trauma specific case management with a substance abuse population.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) and a resume to:

DANIEL ALESSANDRINO
CHIEF CLERK VII
SUPREME COURT, KINGS COUNTY - CRIMINAL TERM
320 JAY STREET
BROOKLYN, NY 11201

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: March 21, 2013

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 11, 2013

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.
