



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 9417

POSITION TITLE: RESOURCE COORDINATOR I **JG: 16**

LOCATION: 9th JUDICIAL DISTRICT - WESTCHESTER COUNTY PROBLEM SOLVING UNIT

BASE SALARY: \$56,411 + \$4,775 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Bachelors 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** Credentialed Alcoholism and Substance Abuse Counselor (CASAC) and two (2) 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.

DISTINGUISHING FEATURES OF WORK: Resource Coordinators I report to the Chief Clerk and Project Director and work in problem solving parts and units throughout the Unified Court System. Resource Coordinators I are responsible for establishing and maintaining relationships with community partners and service providers; act as the courtroom representative for problem solving parts and units; prepare written reports, update computer programs and maintain case files. Resource Coordinators I may also perform other related duties.

ASSIGNMENT: The candidate will be assigned to the Westchester County Problem Solving Unit to support the daily operation of the various Problem Solving Courts in Westchester County. Duties may include but are not limited to: assisting with data collection and data entry, providing case management and monitoring services to individuals who have become involved in the criminal justice system and are struggling with substance abuse and/or mental health issues (including interviewing participants to determine need for services, referring participants to services, conducting psycho-social evaluations and preparing reports) ; reporting participant compliance on programs in court and recommending rewards and sanctions, making preliminary case recommendations to the court; determining progress and need for services preparing clients for discharge to the community; conducting observed drug testing; performing community outreach to raise awareness of the programs; and any other functions as needed in the Westchester County Problem Solving Court programming. The coordinator will regularly interface with State and local service agencies, and will continue work on program development. Travel throughout the District may be required.

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 and cover letter by email to 9jDemoplyeeinformation@nycourts.gov or by mail to:

HON. ANNE E. MINIHAN, J.S.C.
ADMINISTRATIVE JUDGE - 9TH JUDICIAL DISTRICT
WESTCHESTER COUNTY COURTHOUSE
111 DR. MARTIN LUTHER KING JR. BLVD
WHITE PLAINS, NY 10601

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

POSTING DATE: March 18, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 15, 2024

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.