



**STATE OF NEW YORK
UNIFIED COURT SYSTEM**

TITLE STANDARD:

RESOURCE COORDINATOR III

Effective Date: 07/03/2006
Title Code Number: 9461806
Salary Grade: 21
Jurisdictional Classification: NC

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.

TYPICAL DUTIES:

Reviews work of Case Managers and other subordinate staff located in problem solving parts and/or units.

Conducts orientations for participants.

Reviews case files and client progress in order to make recommendations to the Judge.

Works with in part staff regarding daily calendaring, adjournments and case flow.

Assists the Project Director or designee with treatment related issues, program development and planning.

Screens and approves all intervention, counseling, psychotherapeutic and treatment plans.

Creates statistical reports for review.

Oversees the completion of all required reports and compliance related paperwork.

Provides ongoing information to courtroom staff on treatment and programmatic issues.

Develops and maintains links with community agencies, mental health programs and counseling services.

Conducts educational/vocational assessments of clients, including history of employment, vocational and educational training, and job skills.

Participates in case conferences with the Judge, Assistant District Attorney, probation department, mental health department, defense counsel, victim advocates and other relevant or appropriate parties regarding potential case outcomes.

Presents participants' progress updates in open courtroom during participants' court appearances.

Assess staff skills and recommend areas of training.

Reviews and assists in updating program forms and documents.

Performs agency site visits.

Reviews participants progress and determines the effectiveness of treatment options or adherence to parenting plans.

Interviews participants to determine need for services or intervention.

Conducts psycho-social evaluations and prepares reports.

Participates in ongoing program planning and quality assurance.

Contacts social service providers and supported housing providers to arrange services for participants.

Monitors and updates case status.

Meets with participants on a one-on-one basis to determine progress and further need for services.

Provides evaluations and written reports based upon case files and interviews with medical and other professionals.

Contacts service providers to determine participants progress.

Facilitates life skills workshops for clients.

Prepares memos and letters.

Supervises and ensures up-to-date computer data entry and other record-keeping concerning participants progress.

Organizes, arranges, and schedules site visits.

Interviews teachers, medical professionals, psychiatrists, psychologists, religious leaders, and others to obtain information.

Meets with attorneys and their clients.

Ensures that participants provide clean samples for the purposes of conducting court mandated drug testing.

Conducts court mandated drug testing by use of specialized equipment.

Prepares or assists in the development of grant applications, and annual budget.

Monitors, prepares and submits accurate reports in accordance with federal grant funding requirements.

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 this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of social work techniques and procedures.

Knowledge of medical and psychiatric terminology.

Knowledge of legal terminology.

Knowledge of administrative record keeping and filing systems.

Knowledge of budgeting practices and procedures.

Ability to interact with attorneys, litigants, doctors, social workers and other professionals.

Ability to exercise tact and discretion.

Ability to mediate disputes.

Ability to analyze information obtained through research and/or discussion and ascertain its relevance to investigations under way.

Ability to elicit information from relevant parties to an investigation.

Ability to extract information relevant to a proceeding through research and/or investigation.

Ability to respond to inquiries both accurately and concisely.

Ability to analyze information obtained through research and/or discussions and incorporate same into a written report.

Ability to write clearly and concisely.

Ability to prepare administrative documents.

Ability to handle confidential matters.

QUALIFICATIONS:

Master's Degree from an accredited school of social work 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.