

### JOB DESCRIPTION: Court Liaison II

Job Title:	Court Liaison II	
Department:	Operations	
Reporting to:	Operations Manager	
Department Head:	Chief Operations Officer	
Level: <u>Individual</u>	Type of position: <u>Full Time</u>	FLSA Status: <u>Exempt</u>

#### Position Summary

The Court Liaison II works on behalf of youth who are involved in the Juvenile Justice system to ensure that the CMO is providing up to date and accurate information regarding the youth to, and facilitating ongoing coordination with, the various members of the justice system, and other coordinating members of the treatment team. These individuals include, but are not limited to, the Family Court Team Leader, attorneys for the defense and prosecution, court personnel such as court clerks and judges, youth detention center personnel, Division of Protection and Permanency personnel, members of the Multi-Disciplinary Team, and any others involved in the youth's care related to the adjudication of legal charges. It is important to note that the role of the Court Liaison II is not to be a legal representative for the youth nor to provide legal advice or council to the youth or the family.

#### Responsibilities

- Advance the mission and values of Capitol County Children's Collaborative (CCCC) on behalf of staff, children and families, and system partners.
- Ensures compliance with all State and Federal confidentiality laws including but not limited to the HITEC and HIPAA.
- Attends all CCCC and CSOC required meetings and training including but not limited to monthly staff meetings, CCCC committee meetings, community resource events, Wraparound training, and any other ongoing training deemed necessary by CCCC.
- Continually seek opportunities to increase open communication with all system partners, establishing working relationships with key professionals within system partner structures such as special services, directors, judges, court personnel, specialists, special education personnel, public defenders, etc.
- Attend and participate in court hearings (in person and/or via telehealth) to better represent the interests of families and obtain up-to-date information needed to support families enrolled with CCCC while helping improve access to Children's System of Care.
- Provide assistance in conducting "Court Onboarding Training" for CMO staff.
- Communicate with CMA's regarding administrative assistance related to court needs (court order to open, electronic filing of youth court letters, court hearing notifications, etc.)
- Screen all 14-days referral from the court
- Provide education to court personnel about CSOC and CMO:
  - Serve as Consultant to the Children in Court and Family Court Judges, Public Defenders and other lawyers serving our children; Probation Officers, court personnel, Care Managers, and Supervisors in court and CMO related activities and planning.
  - Assist in court training and provide explanations and "translation" to DCF/CSOC staff as needed.
- Serve as single point of contact for courts, families, and CMO when involved with court personnel.

<ul style="list-style-type: none"> <li>▪ Actively participate in the Juvenile Justice system by regularly attending Juvenile Justice related meetings; improve communication with updated information to partners in each area of JDAI, and JJC.</li> <li>▪ Provide up to date critical information related to our partnership with the court in collaboration with care management staff. This is primarily done by submitting court letters created by the Care Managers to the court but may also be done through ongoing communication and meetings.</li> <li>▪ Participate in CFT meetings that will support planning for children and families involved in the court system to add more creative planning and information about court involved youth and resources.</li> <li>▪ When required, participate in all Family Crisis Intervention Unit meetings and/or hearings to support the Care Manager and the youth and family.</li> <li>▪ Documents all work done on behalf of the youth and family in the service record and complete all required CCCC and external reports accurately and timely.</li> </ul>			
<b>Knowledge</b>			
<p>Court Liaison II must have familiarity with the following:</p> <ul style="list-style-type: none"> <li>▪ Child behavioral health and welfare system including cultural/ethnic/gender/class issues</li> <li>▪ Child Welfare System</li> <li>▪ Juvenile justice, including but not limited to the roles of the defense and prosecuting attorneys, judges and court clerks, parole and probation, the youth detention center, and the Multi-Disciplinary team.</li> <li>▪ Familiarity with ethical considerations and regulations related to mental health and child welfare</li> <li>▪ New Jersey System of Care – processes and partners</li> </ul>			
<b>Skills and Abilities</b>			
<ul style="list-style-type: none"> <li>▪ Use of Agency technology tools - CYBER, MS Office365, Mercer Resource net, Digital Data Recording System (DDRS), and other collaborative tools as identified by CCCC</li> <li>▪ Excellent oral and written communication skills</li> <li>▪ Engagement and Conflict Management resolution skills</li> <li>▪ Active Listening skills</li> <li>▪ Advocacy</li> </ul>			
<b>Qualifications: Education and Experience</b>			
<ul style="list-style-type: none"> <li>▪ BA/BS degree in a relevant field (e.g. social work, counseling, psychology, psychiatric nursing, criminal justice, special education)</li> <li>▪ Minimum of 2 years' experience in children's mental health, child welfare, juvenile justice, special education or a related human services or behavioral health field working with at-risk children and their families.</li> </ul>			
<b>Other Qualifications</b>			
<ul style="list-style-type: none"> <li>▪ A valid US driver's license is required.</li> <li>▪ Pre-employment background checks and regular motor vehicle record check are required.</li> <li>▪ Bi-lingual skills a plus</li> </ul>			
<b>Work Environment</b>			
<ul style="list-style-type: none"> <li>▪ While performing the duties of this job, the employee is regularly required to perform some or all the major life activities including sitting, standing, walking, talking, typing, hearing, and using electronic communication devices.</li> <li>▪ Occasional light lifting may be required</li> </ul>			
Approved By:	Joseph Rizziello	Last Update:	2/25/25



/ \*Note: Job duties described herein are not all inclusive. Job description may be changed at any time.

**ACKNOWLEDGMENT:**

I have read and acknowledge receipt of this job description and agree to have the ability to perform the responsibilities as described above. I understand this job description is intended to describe the general nature and level of work performed by persons assigned to this classification. It is not intended to be an exhaustive list of responsibilities, duties, and skills required of employees who hold this position. I further acknowledge my understanding that reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. It is the employee's responsibility to inform his/her manager or human resources of the need for a reasonable accommodation.

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Employee (Print)

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Supervisor (Print)

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Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date