

**Colorado Judicial Department
Courtesy Job-Posting Form**

Notification Date: 4-20-16

Organization Name: Office of Guardian Ad Litem	Location of position (city): Colorado Springs, CO	Job Title: Case Coordinator
Monthly/Biweekly/Hourly Salary: \$3,513 - \$5082/month depending on experience – full time with benefits*	Posting Date: 11-8-17	Closing Date: 11-24-17

*Each position within the Judicial branch has a certain salary range assigned to it. Based on experience and other factors, newly hired employees begin their employment towards the beginning of the pay range.

Definition of Work:

Information About the Job: Full time entry level Case Coordinator position to provide support to attorneys in delinquency and dependency & neglect cases.

Minimal Educational / Professional Qualifications:

- Undergraduate degree in social work or comparable degree in psychology, sociology or education.
- Two years social work experience related to child protection or related experience.
- A satisfactory background and criminal records check.
- Ability to communicate effectively, both verbally and in writing.
- Ability to fully and accurately document work.
- Ability to make good decisions, maintain confidentiality, and establish effective working relationships.
- Strong dedication and desire to representing the best interests of children.
- Excellent computer skills and organizational skills, time management and ability to meet multiple deadlines.

HOW TO APPLY:

Send completed **Colorado Judicial Department application**

[https://www.courts.state.co.us/userfiles/file/Careers/Job_App_Judicial\(1\).doc](https://www.courts.state.co.us/userfiles/file/Careers/Job_App_Judicial(1).doc), resume, writing sample and references to:

Scott Sabin, Managing Case Coordinator
102 S. Tejon Street, Suite 200
Colorado Springs, CO 80903
Or to ssabin@guardianadlitemelpaso.org

Job Description: Provide support to attorneys at the direction and under the supervision of the assigned attorney or Managing Case Coordinator by 1) assist attorneys to ensure compliance with the Chief Justice Directive 04-06, As Amended January 2016; 2) provide input on appropriateness of placements and resources; 3) contacting school personnel, treating professionals, foster parents and other providers to obtain feedback on parties' compliance with court orders and treatment, verifying school attendance, medical appointments, compliance with visitation orders, reporting results to assigned attorney and entering in data system; 4) requesting and reviewing medical and mental health records; 5) updating community resources data base as needed; 6) conducting independent inquiries; 7) screening calls to attorneys regarding treatment issues and crisis management; 8) acting as a liaison between assigned attorneys and parties to the case; 7) attending IEP and treatment staffings; and 9) reviewing discovery and preparing social histories of the respondents.