

13TH JUDICIAL CIRCUIT COURT

-- JOB ANNOUNCEMENT --

Veterans Treatment Court Mentor Coordinator (part-time)

Starting wage is \$20.10 per hour/ 10 hrs per week.

We are looking for a dedicated person to serve as Veterans Treatment Court Mentor Coordinator for the 13th Circuit Treatment Court. Work involves finding mentors for Veterans Treatment Court participants, attending meetings, and court hearings. This position is expected to work 10 hours a week. If you are looking for an opportunity to make a difference, consider joining our treatment court team!

POSITION RESPONSIBILITIES --

These examples do not cover all of the work which may be performed as part of this position:

- Contact local Veteran organizations to find potential mentors for Veterans Treatment Court participants.
- Recruit, screen for eligibility, maintain list of interested mentors, and connect eligible mentors with court participants.
- Attend Veterans Treatment Court training and train mentors.
- Participate in Veterans Treatment Court staffing meetings and provide mentor updates to the team.
- Attend Veterans Treatment Court sessions.
- Enter data into the computer, schedule appointments, and respond to inquiries.
- Support, guide, and encourage veterans throughout the court process and while engaging with the Veterans Administration.
- Lead mentoring sessions with Veterans who have come into contact with the criminal justice system.
- Perform related duties as assigned

PREFERRED KNOWLEDGE & SKILLS:

- Knowledge of court procedures and policies, legal documents, laws and legal factors pertaining to the court.

- Knowledge of the Veterans Administration and how to access veterans' benefits
- Knowledge of Alcoholics Anonymous, Narcotics Anonymous, or similar program models.
- Proficiency in Microsoft Office, especially Word and Excel
- Sound decision-making abilities within legal and policy frameworks
- Strong interpersonal and relationship-building skills.

PHYSICAL DEMANDS:

The majority of work is performed in a professional office setting and is generally sedentary. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must have access to transportation to various locations in Boone County.

REQUIRED MINIMUM EDUCATION & EXPERIENCE:

The following statement represents the minimum education and experience which will be used to determine qualifications of applicants.

- A high school graduate or equivalent.
- Veteran of the U.S. Military or a corresponding Reserve or Guard branch.
- Must have an Honorable Discharge.

TO APPLY:

You may obtain a job application online at:

<http://www.courts.mo.gov/hosted/circuit13/other/jobs.htm>

E-mail your application and resume to BNE-Jobs@courts.mo.gov.

All items submitted by email MUST be in PDF format only.

You may obtain and submit your application and resume at:

Court Administrator's Office

Boone County Courthouse

705 East Walnut St.

Columbia, Missouri 65201.

The position is open until filled.

EOE & in Compliance with ADA