



Nineteenth Judicial Circuit of Florida

Serving Indian River, Okeechobee, Martin, and St Lucie Counties

Administrative Office of the Courts

JOB ANNOUNCEMENT

March 13, 2024

POSITION: Court Program Specialist III - Problem-Solving Courts
County Position# 041526

LOCATION: Indian River County Courthouse, Vero Beach, Florida
Position also travels to other locations within the judicial circuit.

SALARY: \$52,185.60 annually
Full-Time, Benefits package available

EFFECTIVE DATE: Immediately

General Description

The essential function of the position is to provide wraparound case management to participants in problem-solving courts by assessing and developing an individualized case plan. The position is responsible for monitoring, planning, linking, and advocating for participants and their successful completion of all program requirements. Works closely with the program coordinator to maintain current and accurate information in the database, and to actively communicate to all team members any issues of non-compliance. The wraparound case manager schedules and makes referrals to community-based services, attends court hearings and other trial court proceedings, and performs related administrative support functions. The position works under the direct supervision of the Senior Court Operations Consultant developing work methods and sequences.

Education and Experience Required

Education - Bachelor's degree in legal studies, paralegal studies, business administration, business management, social work or a closely related field. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

Experience - Four years of related work experience working with individuals with a mental health or substance use disorder. Additional relevant education may substitute for the recommended educational level on a year-for-year basis. Valid Florida State Driver's License required.

Click Here to Apply

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Application Deadline: April 2, 2024.

The State of Florida is an Equal Opportunity Employer/Affirmative Action Employer, and does not tolerate discrimination or violence in the workplace. Also, the State of Florida supports a Drug-Free workplace. All employees are subject to reasonable suspicion drug testing in accordance with Section 112.0455, F.S., Drug-Free Workplace Act.

If you are a person with a disability who requires a special accommodation to participate in the application/selection process please call the Human Resources Department at (772) 807-4370 (option 6)