

**The Administrative Office of
The Supreme Court of Appeals of West Virginia
Position Announcement**

DIVISION OF CHILDREN'S SERVICES

Charleston, West Virginia

Position open until filled.

The Supreme Court of Appeals of West Virginia has an immediate professional opportunity for a Parent Resource Navigator Development Coordinator. This position directly reports to the CIP Youth Project Manager in the Division of Children's Services of the Supreme Court of Appeals of West Virginia.

Parent Resource Navigator

Starting Salary Range: \$40,000-45,000

Position Summary: The Parent Resource Navigator (PRN) Development Coordinator will oversee, organize, and review operational activities for the WV Court Improvement Program Parent Resource Navigator Program. The PRN Development Coordinator will promote and convey the overall vision and direction for the program, effectively outline the program's strategy, objectives, requirements, and goals. In addition, will bring about various program initiatives and activities, assist with guidance and instruction on how PRN's can achieve overall strategies to reach the program's goals and desired outcomes. This is an ideal position for individuals passionate about making a positive impact on the lives of children and families while navigating abuse and neglect cases.

Essential Position Duties and Responsibilities:

- Assist the CIP Youth Project Manager by overseeing operational aspects of the program. Assist with onboarding, implementation, development, and ongoing oversight of established PRN's.
- Provide program direction/expectations, monitor operational progress, and provide quality assurance regarding the services and activities provided.
- Establish milestones, monitor adherence to ICAN application and timeframes while seeking opportunities to make improvements to program efficiency and process.
- Ensure all required information and corresponding documentation is being completed and retained properly.
- Confirm record keeping is accurate and organized by reviewing available information.
- Observe each PRN and ensure they are consistent with the model and the long-term goals and objectives of the program.

- Consistently provide support, guidance, and role modeling to all members. Be available and responsive to the needs of the PRN as they arise. In addition to being onsite as needed, a minimum of two PRN's will be visited each month.
- Conduct program audits, prepare reports and document findings and recommendations. Conduct follow-up audits as required. Evaluate internal controls to ensure the effective management of risks and protection of assets. Evaluate performance and activities, ensuring alignment with the strategic plan, goals, and objectives of the program grant.
- Participate in and/or conduct training, coordinate meetings, attend workshops and conferences as required.
- Other additional duties as assigned

Requisite Qualifications, Education, and Credentials:

- Minimum of an Associate's Degree in social services, education, psychology, counseling or related field.
- Valid Driver's License and reliable transportation with required insurance.

Preferred Skills and Knowledge:

- Strong interpersonal communication skills and ability to demonstrates cultural awareness and sensitivity.
- Proficient in basic computer skills.
- Knowledge of Circuit Court proceedings in relation to CPS/Juvenile Court (Preferred but not required).

Licensure Requirements: NA

Working Conditions (Physical/Mental Demands, and Environmental Factors):

- Must reside in state of West Virginia with significant statewide travel required that will include overnight stays.
- Ability to work independently, remotely, with occasional office time at the at the Children's Division in the Judicial Tower in Charleston.
- Individual will be required to attend trainings, meetings and workshops meetings

Continuing Education Requirements: N/A

Performance Metrics: TBD

Criminal Background Check: Successful candidates must submit to criminal background check.

Compensation and Benefits include:

- Competitive salary based on experience and qualifications.
- Medical Insurance.
- Optional Flexible Benefits Coverage (dental, vision, disability, and excess medical).
- Life insurance.
- Defined benefit pension plan.
- Section 457 deferred compensation plan.
- 12 paid holidays.
- Sick leave.

West Virginia Courts

West Virginia has a Unified Court System, under which all state courts, including the Intermediate Court of Appeals, Circuit Courts, Magistrate Courts, and Family Courts, are supervised and administered by the Supreme Court of Appeals. The Supreme Court of Appeals and its Administrative Office are in Charleston and housed in the State Capitol Complex. More information about West Virginia's Courts can be found on our website at www.courtswv.gov.

Equal Opportunity in Employment

It is the policy of the West Virginia judiciary to provide equal opportunity in employment for all persons, and to recruit, select, train, promote, retain, and discipline without regard to race, color, sex, age, disability, religion, sexual orientation, or national origin. Further, it is the policy of the West Virginia judiciary to maintain a professional workplace in which individuals are accorded respect, and an environment free of harassment, including verbal or physical conduct that creates an intimidating or hostile environment for any individual on any prohibited basis. As an employer with an Equal Employment Opportunity/Affirmative Action Plan, the Court complies with government regulations and related Equal Employment Responsibilities where applicable.

Application Process

To apply for this position, please direct the completed Court Employment Application (available on Court website at www.courtswv.gov), along with a letter of interest highlighting applicable experience, and a resume, including references to:

timothy.harper@courtswv.gov

All positions of the Supreme Court of Appeals of West Virginia are considered at-will and may be terminated at any time, with or without notice or cause.

Thank you for your interest in employment with the Supreme Court of Appeals of West Virginia.