

NOTICE OF JOB OPENING

GRANT FUNDED POSITION

Posting Begins	November 23, 2022	Posting Ends	December 7, 2022
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Position Title	PROGRAM COORDINATOR (RISK ENGAGEMENT ASSESSMENT LIAISON)
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Department	Municipal Court	Division	
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X	New Position	X	Full-time	40	Hrs./Week
	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	701 N. 7 th Street 2 nd Floor Kansas City, KS 66101
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BRIEF JOB DESCRIPTION: This position is attached to the Probation Division of the Municipal Court. Incumbent does not have a regular assigned caseload as they will work with various individuals ordered to probation and/or diversion as well as those persons identified through court interaction as potentially in need of risk assessment and/or evaluation services. Duties include, but are not limited to conducting risk/needs assessments, utilizing evidence-based tools, such as the LSI-R; performing approved pre-screening assessments for mental health and/or substance abuse services; making referrals to programs offered through third party partners; monitor, track, and review programming progress; gather data used to measure program and/or individual success; preparing reports. Additionally, the incumbent will work on building relationships with outside organizations/agencies in an effort to support programming, education, or services offered by those partners. Those organizations/agencies may include entities such as the Wyandotte County Mental Health Center, Kansas City Kansas Community College, Workforce Development, or any other organization that can provide evidence-based programming/services and/or education to at risk individuals. The incumbent will work with established partners on program development as needed.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Criminal Justice, Social Sciences, Legal Studies, Education, or a related field and two years of related program experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Master's degree and three years of supervisory experience is preferred. Valid Driver's License is required.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$4,160.00-\$5,564.00/mo.	PI #	0048	Class. Code	1417
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It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment

PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY
The Unified Government of Wyandotte County/Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.
EOE

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