



# Administrative Office of the Courts

## Job Description

<b>Job Title:</b>	<b>Court Improvement Program (CIP) Coordinator</b>	<b>Grade:</b>	GS10
<b>Division:</b>	<b>Juvenile Division</b>		
<p><b>Position Summary:</b> This is a state position funded by a federal grant to the Arkansas Supreme Court since 1994. This position plans, designs, organizes, implements, and monitors court improvement projects along with a team of professionals that are invested in the continued improvement of children, youth, and families in Arkansas’s court system.</p> <p><b>Job Duties:</b></p> <ul style="list-style-type: none"> <li>➤ Provides leadership and initiative by researching and maintaining expertise in the area of evidence based practices for courts to improve outcomes for children, youth, and families</li> <li>➤ Manages the CIP Basic, CIP Data, and CIP Training grants by working with juvenile division staff and stakeholders to develop strategic plans to implement CIP programs and projects</li> <li>➤ Monitors progress towards implementation of CIP goals and objectives outlined in strategic plan</li> <li>➤ Complies with all grant requirements, including but not limited to timely grant applications and grant reporting requirements</li> <li>➤ Monitors CIP federal funding and state match requirements to ensure accurate federal reporting requirements are timely met</li> <li>➤ Assists in coordinating judicial and attorney educational opportunities</li> <li>➤ Attends CIP related training, meetings, conference calls and webinars</li> <li>➤ Serves as a liaison with the Department of Human Services, Division of Children and Family Services on CIP, CFSR, PIP, IV-E Review and other related projects and resources</li> <li>➤ Serves as staff support to the Arkansas Supreme Court Commission on Children, Youth and Families and staffs related subcommittees</li> <li>➤ Other duties as assigned by the Director of the Juvenile Division of Courts.</li> </ul> <p><b>Job Qualifications</b></p> <ul style="list-style-type: none"> <li>➤ Bachelor’s degree required, minimum of five years of court and/or related child welfare experience, and progressive management experience</li> <li>➤ Ability to communicate with a diverse population of professionals in a collaborative manner</li> <li>➤ Excellent communication and writing skills required</li> <li>➤ Ability to manage, organize multiple projects, and meet deadlines</li> </ul>			
<b>Last Updated By:</b>		Jennifer Craun and Sam Kauffman 6/2/2020	