



Administrative Office of the Courts

Job Description

Job Title:	Court Improvement Program (CIP) Coordinator	Grade:	GS10
Division:	Juvenile Division		
<p>Position Summary: 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>Job Duties:</p> <ul style="list-style-type: none"> ➤ 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 ➤ 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 ➤ Monitors progress towards implementation of CIP goals and objectives outlined in strategic plan ➤ Complies with all grant requirements, including but not limited to timely grant applications and grant reporting requirements ➤ Monitors CIP federal funding and state match requirements to ensure accurate federal reporting requirements are timely met ➤ Assists in coordinating judicial and attorney educational opportunities ➤ Attends CIP related training, meetings, conference calls and webinars ➤ 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 ➤ Serves as staff support to the Arkansas Supreme Court Commission on Children, Youth and Families and staffs related subcommittees ➤ Other duties as assigned by the Director of the Juvenile Division of Courts. ➤ <p>Job Qualifications</p> <ul style="list-style-type: none"> ➤ Bachelor’s degree required, minimum of five years of court and/or related child welfare experience, and progressive management experience ➤ Ability to communicate with a diverse population of professionals in a collaborative manner ➤ Excellent communication and writing skills required ➤ Ability to manage, organize multiple projects, and meet deadlines 			
Last Updated By:	Jennifer Craun and Sam Kauffman 6/4/2021		