

Working Title Court Coordinator	Name
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Position Number	Reports to Position No., Class & Level	Division, Branch/Unit Child Intervention	Ministry Children's Services
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Present Classification	Requested Classification
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Dept ID	Program Code	Project Code (if applicable)
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PURPOSE: Give a brief summary of the job, covering the main responsibilities, the framework within which the job has to operate and the main contribution to the organization (see **Section 2.3**).

The purpose of the position is to provide Family Court services for Central Region (and other regions upon request), by presenting the Region's child intervention cases in Central docket court, ensuring accepted practices are observe.

The client groups most impacted by the activities of the court coordinator are caseworkers, casework supervisors, managers and clients involved with the Children Services. Area of responsibility will include supporting Children's Services applications in all the Provincial Courts sites in the Central Region.

- RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different responsibilities and end results. Each end result shows what the job is accountable for, within what framework and what the added value is. Normally a job has 4-8 core end results. For each end result, approximately 3 major activities should be described (see **Sections 2.1** and **2.2**).
- Prepare the intervention cases for presentation in Provincial Family Court by gathering the appropriate documentation and information.
 - Consult with intervention workers and supervisors to review the evidence and legal documentation.
 - Review all legal documentation for accuracy and compliance. Identify all errors, and create and maintain systems to have documentation returned for corrections to Child Intervention Practitioners and Supervisors. Create solutions with supervisors and managers to improve court related issues.
 - Assist staff to file all legal documentation with the Court Clerk's office on behalf of all staff in the Region. Either file directly on behalf of staff or assist staff with process of filing with the courts.
 - Introduce and present the Director's applications in Docket Court, including the presentation of evidence by way of affidavit and direct examination of witness. Defend the Director against legal arguments in Court and represent the Director's legal requests in the absence of assigned counsel.
 - Present affidavit evidence in court to support requests for substitutional service, service ex-juries, withdrawals, and consent matters in Docket Court.
 - Assist Child Intervention Practitioners with the presentation of evidence in support of ex-parte applications during Docket Court, when required. However, Court workers should be prepared to present information on behalf of the Child Intervention Practitioners to alleviate the need of their attendance to docket court.
 - Provide advice and interpretation of court procedure, policies and practices to Child Intervention Practitioners, Supervisors, Managers and other Ministry staff.
 - Make referrals for legal representation to the Family Law Division of the Department of Justice once clients have obtained legal representation.
 - Liaise and consult with the Court Administration, Judges, Family Law Lawyers and Defense Lawyers, Court Clerks, and Ministry staff in relation to court related matters.
 - Arrange for advertisements to be placed in newspapers/social media (or other means identified by the court) when ordered by the court, and complete appropriate affidavits, prior to a court order being obtained.
 - Track judgements/court outcomes from the Judiciary that have significant implications to Ministry staff and share with appropriate staff.

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- Create and present orientation/training on an ongoing basis to regional staff and community agencies.
- Maintain statistics and documentation related to court actions, and track emerging trends.
- Provide oral and written feedback regarding court-related performance of Child Intervention Practitioners to Supervisors and Managers as well as, create strategies to improve staff performance.
- Complete applications and affidavits to amend existing Orders where inaccuracies have been identified.
- Represent the Director on contested secure services applications and hearings. Obtain legal representation for the Director when appropriate.
- Create, develop and maintain written procedures related to court practice for Regional staff.
- Review Home Assessment Reports (HAR) in support of Private Guardianship Applications (as part of a committee or individually) and ensure all necessary supporting documents are provided. Consult with the manager as required.
- Represent the Director in Court with respect to Private Guardianship initiated by the director and track all related activity.
- Support regional staff and liaison with court workers in urban centers when applications are being made in those regions.
- Develop and maintain a close working relationship with local agents, as well as FASCL; serve as a liaison between the region staff and Lawyers. Court Coordinators would be the main contact for agents.
- Central Region Court Coordinators will work ensure knowledge of practices in Courts across the region and will work as a team to cover one another off for vacation and short term absences.
- As FASCL is designated as one point of contact for all case worker inquiries. The Court Coordinator will coordinate this to ensure consistent practice. FASCL will determine whether a file will be dealt with their office or local agents.
- Review and provide support that appropriate mediation or non judicial dispute resolution was considered prior to application for family court intervention.

SCOPE: List specific information that illustrates what internal or external areas the job impacts, and the diversity, complexity, and creativity of the job (see **Section 2.4**).

The court coordinator works independently with a high level of autonomy. They must be self-motivated and self-directed; and have specialized knowledge of legal aspects of Child Intervention work. The work in this functional group focuses on the requirement to review/monitor and evaluate work/information to ensure adherence to policy, procedures and law and to present this information to the court/Judges. As well, it is the court coordinator's responsibility to provide consultation and advice on specific cases and in general to support Regional staff, including the provision of feedback and evaluation in relation to staff performance as it relates to court related processes.

KNOWLEDGE, SKILLS & ABILITIES: Provide a list of the most important knowledge factors, skills and abilities including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others not only diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

Expert knowledge of;

- Child, Youth and Family Enhancement Act and its Regulations
- An Act Respecting First Nations, Inuit and Metis Children, Youth and Families
- Protection of Sexually Exploited Children Act
- Protection of Children Abusing Drugs Act
- Drug Endangered Children's Act
- Family Law Act
- Interpretations Act
- FOIP
- Provincial Court Act
- Mental Health Act
- Child and Family Services Authority Act
- Rules of Court
- Youth Criminal Justice Act
- Protection of Family Violence Act
- Protection of Survivors of Human Trafficking Act
- An Act Respecting First Nations, Metis and Inuit Children and Families
- Children's Services Practice guidance and expectations.
- Family Court procedures and systems.
- Ministerial policies and procedures.
- Knowledge and understanding of human behaviour, mental health issues, dynamics of alcohol and drug addictions, etc.
- Knowledge and understanding of legal procedures, the law and judicial procedures as it relates to Family Law.
- Knowledge of case law to facilitate mutual understandings and promote mutual respect amongst clients, the Ministry and the Judiciary.
- Aboriginal culture and issues in order to interact effectively with members of the Aboriginal Community.
- Other cultures and related issues to immigration and refugee experiences.
- Ministerial administrative systems and procedures.
- Knowledge of principles and practices which allow for good interpersonal relationships amongst caseworkers, supervisors, managers and the public.
- Knowledge of Professional Code of Ethics, Collective Agreement and Occupational Health and Safety.

Skills and Abilities;

- Communication skills (oral and written) clarification and interpretation of legislation and Ministry policy and philosophy. Create educational/training material on an ongoing basis and communicate this information to Ministry personnel.
- Public speaking in group settings and presentations in Family Court. Assist the public with implementing their presentation to the court.
- Dispute resolution and negotiation skills in complex, sensitive, familial situations. When Judges do not grant the requests made to the court, the court coordinator will have to create an alternative suggestion to the Court, or make further legal argument to the Judge. Mediate and discuss with Defence lawyers and clients, such things as length of orders, access, etc., in sometime very volatile circumstances.
- Monitoring and evaluation of written legal material and information.
- Create and manage a highly developed system to effectively process a high volume of appearances in Family Court each month, maintaining a high standard of quality.
- Ability to navigate and work within multiple different and complex systems across Ministries.

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- Unique time management skills.
- Interviewing skills.
- Computer skills, Outlook, CYIM/ISIS, Microsoft Word and Excel.
- Diplomacy, good judgement and professionalism.
- Principles of assessment, intervention and planning activities to provide consultation.
- Child/Adolescent development and human behaviour theories.
- Social, psychological, psychiatric and medical disorders to provide consultation or to direct workers to information regarding these.
- Major stakeholder groups to facilitate mutual understanding and promote co-operation between the Authority and the Community.
- Has a strong Indigenous knowledge and cultural understanding and is an Indigenous ally.
- Critical thinking, Assessment skills / analytical.
- De-escalation techniques, personal safety.
- Leadership skills, including team building, motivating and influencing.

Contacts:

- Reporting to a Child Intervention Manager Director and the ability to work within multiple teams.
- Zone Management team, casework supervisors and frontline staff to provide consultation and clarify policy.

The position is regularly in contact with the following:

- Child Intervention Managers and Casework Supervisors - to share knowledge, support and expertise.

Contacts:
<ul style="list-style-type: none"> • Liaise with Family Court judges • Individual Zone Managers – to plan and provide expertise, education and support • Regional caseworkers to provide expertise, training, education and support • Work closely with Family and Surrogate Court Litigation (FASCL) lawyers

SUPERVISION EXERCISED: List position numbers, class titles, and working titles of positions directly supervised.
The position does not currently supervise any employees.

CHANGES SINCE LAST CLASSIFICATION REVIEW: This section is not required to be completed if the job description is being written for the conversion to PREP. It should be completed for any subsequent classification requests under PREP.
There is a need of designated Court Coordinator to support the region with court matters. The position is being re-titled with an updated JD to fulfill the need and align with the best practice(s) across other regions within the Ministry.

ORGANIZATION CHART: An organization chart that includes supervisor, peers and staff MUST be attached.

This information is being collected under the authority of Section 10 of the Public Service Act and will be used to allocate positions within a classification plan and to manage the Alberta government human resources program. If you have any questions about the collection of this information, contact the Compensation Manager, 6th Floor, Peace Hills Trust Tower, 10011 - 109 Street, Edmonton, Alberta, T5J 3S8, phone 408-8400 or contact your Ministry Human Resource Office.

Signatures

The signatures below indicate that the incumbent, manager and division director/ADM have read, discussed and agreed that the information accurately reflects the work assigned.

Incumbent

Name	Signature	Date
_____	_____	_____
_____	_____	_____