OFFICE OF THE CHIEF JUDGE
JOB DESCRIPTION

Position:
Full time
Restorative Justice Community Court Case Manager
Grade: 14
Salary: Commensurate with Experience
Circuit Court of Cook County, Illinois, Office of the Chief Judge
Restorative Justice Community Court, Avondale Location

JOB SUMMARY:
The Restorative Justice Community Court (RJCC) is a criminal court located in Avondale, a neighborhood on the northwest side of Chicago. Unlike most criminal courts, the RJCC practices restorative justice, which means it empowers the community to create solutions to repair the harm caused by crime and conflict. The success of this court requires a robust partnership between the community and the criminal justice system in both its design and implementation.

The RJCC Case Manager will provide support services to court participants and operational support to community court team members under the direction of the RJCC Coordinator and presiding judge. The Case Manager will perform casework for the RJCC’s participants and assist them in achieving their established goals and objectives described in the Repair of Harm Agreement.

JOB RESPONSIBILITIES:
Responsibilities of the Case Manager include:

- Providing support and resources for the court’s participants
- Handling case assignments, including daily follow up with court participants
- Reviewing case progress
- Coordinating treatments and services for the court’s participants
- Reporting on court participants at staff meetings and in court proceedings
- Administering and documenting the results of assessments, preparing reports, and keeping progress notes
- Providing court participants with motivation to complete the program
- Other duties as assigned by the RJCC presiding judge or the RJCC Coordinator
Minimum Qualifications/Competencies:

- Bachelor’s degree in human services, social work, criminal justice, psychology, or a related field
- Appreciation for the mission and purposes of the Circuit Court of Cook County and the Restorative Justice Community Court
- Knowledge of the principles of restorative justice
- One year experience as a case worker, social worker or case manager
- Desire to make a difference in the community and in people’s lives
- A positive attitude and a commitment to help others
- Proficiency with Microsoft Office suite, online collaborative tools, and overall computer skills/technical aptitude.
- Strong organizational skills and attention to detail, including the ability to balance competing priorities
- Effective written and oral communication skills and problem-solving and critical thinking ability
- Ability to work collaboratively with diverse professionals and all levels of staff and provide excellent customer service/support

The Office of the Chief Judge values diversity, is an Equal Opportunity Employer, does not discriminate on the basis of disability and encourages candidates with experience working in the field of Social Services, the Criminal Justice system and/or our client population to apply.