

## **15<sup>th</sup> JDC**

### **Judicial Diversion and Intervention for Mental Health Coordinator/Bookkeeper Job Description**

This Judicial Diversion and Intervention for Mental Health Coordinator will be responsible for the development, implementation and tracking of the JDIMH grant. They will develop and track the program and assist in the collaboration with judicial partners including, Acadiana Area Human Services District, Beacon Community Connections, and other as needed to meet the goals of the program grant. The goal of this grant is to avoid arrest and subsequent revocation of probation of individuals struggling to comply with probation due to mental health and/or substance abuse problems. This position will report to the Court Administrator. The position as approved is a fulltime position working equally between the Mental Health Grant and as bookkeeper for Court Administration.

#### **RESPONSIBILITIES:**

- 1) General Responsibilities
  - Coordinate the development and implementation of grant
  - Coordinate meetings as required by the grant
  - Collects needed data prior to grant implementation and during grant operation
  - Develop and implement policy and procedure for grant including Planning and Implementation Guide
  - Provide support and maintain relationships between judicial partners and community partners
  - Follow up with sub award recipients to ensure collaboration between parties
  - Complete are federal reporting requirements
- 2) Communication Responsibilities:
  - Send and receive communications with court administration and judges as needed
  - Send and receive communications with member agencies of grant
- 3) Specific Learning Responsibilities:
  - Remain current on grant operations and develop partner agencies.
  - Develop and implement personal individual learning plan.
- 4) Other Organization Responsibilities:
  - Responsible for assisting Deputy Judicial Administrator with duties to include:
    - Bookkeeping for 15<sup>th</sup> JDC
    - Processing Payroll
    - Processing Accounts payables and receivables
    - Assist with budget preparation

- Account reconciliations
- Responsible for implementation of assigned projects that carry out the organization's mission.

**PROFESSIONAL QUALIFICATIONS:**

- Bachelor's degree in accounting or similar preferred
- Previous experience working with Grants preferred
- Knowledge of principles and practices of bookkeeping/accounting
- Intermediate to advanced skill in Excel
- Proficient in Quickbooks accounting software
- Strong written and oral communication skills
- Ability to interface and engage employees and community partners
- Detailed oriented
- Ability to meet deadlines

Interested individuals please send resume to  
[Croy@I5thjdc.org](mailto:Croy@I5thjdc.org) before May 25<sup>th</sup>, 2023