

Court Operations Analyst I

DESCRIPTION

The Family Court Division of the Fourth Judicial District Court seeks a Court Operations Analyst I to act as a liaison between tribal and district courts and provide community outreach to the Native American community. This is a District Court grant position, located in the Domestic Abuse Service Center (DASC).

This position will not provide individualized advocacy support. Rather, the position will provide education regarding the role of Family Court, what services are available in Family Court, and where/how to obtain those services. Native American survivors of domestic violence do not seek access to family court to protect their safety and the safety of their children, or to seek relief regarding their custody and parenting time issues.

This is a part-time (20 hours/week) position. The DASC is located in the Hennepin County Government Center, downtown Minneapolis.

DUTIES

- Build relationships within the Native community, serve as a point of contact between Tribal Court, reservations, Native population, and Family Court
- Identify barriers in Native survivor's usage of Family Court and implement changes to remove those barriers
- Develop education presentations and resources including a resource manual for Native specific resources
- Provide cultural education to service providers and advocates to promote understanding about working Native community
- Provide community education presentations on topics including:
 - overall court process (where to go for what)
 - what relief Family Court can and can't grant
 - rights of the parties
 - ENE/ADR processes
 - custody, child support, and co-parenting basics
 - the effect of domestic violence on children
 - education/support groups for batterers
- Provide information (not legal advice) such as definition of legal terms and explanation of processes

- Research and make recommendations for additional effective education and outreach
- Continue seeking feedback with Native American survivors to identify additional changes to be implemented
- Participation in criminal justice committees as relevant (ex: Family Violence Coordinating Council, etc.)

TYPICAL QUALIFICATIONS

MINIMUM QUALIFICATIONS

- High school diploma
- Experience working with Native community and cultural sensitivity
- Ability to work to bridge gap between Native community and Family Court
- Strong knowledge of Family Court processes, system, and resources
- Approachable, able to establish and maintain effective working relationships with Native community, Tribal Courts, service providers, and Family Court personnel and relate to a variety of people
- Able to identify, analyze challenges and make recommendations in bringing Native survivors into Family Court
- Able to create curriculum and hold educational sessions for both survivors and service providers
- Ability to communicate with and understand problems faced by families from different economic levels and Native cultural background
- Committed to providing excellent services to Native American community members
- Excellent communication skills, both oral and written
- Extremely self motivated

PREFERRED QUALIFICATIONS

- Bachelor's degree in human services

Please send your resume to tawnie.langenfeld@courts.state.mn.us or contact Tawnie with questions at (612) 596-1412.