

CIRCUIT COURT OF COOK COUNTY, IL

Child-Relief Expediter

Job Description:

1. The Expediter will provide assistance in child custody and visitation disputes for parents (hereinafter referred to as litigants) in the Domestic Violence Division of the Circuit Court of Cook County, including preparing written parenting plans agreed to by the litigants.
2. The Expediter will provide general assistance to litigants with regards to navigating the court system, including providing information about the Domestic Relations Division, the Domestic Violence Division, and other related courts in the Cook County Court system.
3. The Expediter will provide litigants with appropriate and available resources, information, and referrals to social services agencies, supervised visitation and neutral exchange sites, and other entities.
4. The Expediter will conduct discussions with the litigants with the goal of helping them create safe, mutually-agreed upon parenting agreements, when appropriate.

Job Requirements:

1. Possession of an advanced degree, preferably a Master's Degree in Social Work, Psychology, Counseling, or a Juris Doctorate degree or an equivalent in a related field, and at least five (5) years post-degree experience in mental health, mediation, or a related field
2. Extensive knowledge, training and experience working with victims and perpetrators of domestic violence
3. Understanding of, or familiarity with, the court system in Cook County as it relates to family cases
4. Experience working with judges, attorneys, domestic violence advocates is preferred
5. Knowledge, skills, or experience in mediation or conflict resolution is preferred
6. Attendance at any other training programs as directed by their Supervisor

Job Responsibilities of the Expediter include, but are not limited to:

1. Works under the supervision of the Presiding Judge of the Domestic Violence Division, the Court's Administrator, or their designee
2. Screens for impediments that may affect one or both litigants being able to participate in the expediting process, according to a set forth screening process.
3. Explains to all litigants the parameters of the expediting process.
4. Explains the scope of confidentiality of the expediting process, and any applicable exceptions to confidentiality

5. Completes all case paperwork as directed, and in a timely manner
6. Provides educational assistance and/or written materials for the litigants regarding the remedies available and allowable pursuant to the Illinois Domestic Violence Act.
7. Completes any other job duties as directed by the Presiding Judge of the Domestic Violence Division, the Court's Administrator, or their designee