



## COMMUNITY PARTNERS IN ACTION JOB POSTING

**JOB TITLE:** COURT LIAISON  
**DATE:** March 24, 2010  
**POSTING PERIOD:** Thursday, March 25, 2010 – Thursday, April 3, 2010  
**LOCATION:** Hartford Alternative Incarceration Center  
**HIRING MANAGER:** Virginia Lewis, Program Manager, AIH/HTH

### POSITION REQUIREMENTS

Four-year degree, preferably in the Social Science field and two years experience in the field of human services. Excellent oral and written communication skills. Bilingual Ability (english/spanish) helpful.

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### ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Assess appropriateness of court referred individuals for participation in the program. Coordinate with local bail commissioner and Community Court staff to identify potential clients. Spend majority of work time in court to receive referrals who are awaiting trial or sentenced to the program.
- Interview prospective participants detained in jail/prison to determine suitability for program participation.
- Develop and maintain networking relationships with court personnel to ensure acceptance, use of program services, and coordinate all transfers from other AICs, including but not limited to court reports.
- Maintain current knowledge of program rules, program offerings and statewide network capabilities in order to accurately inform the court about the program's abilities
- Receive and disseminate written documentation from the program to court.
- Act as agency representative in court to clearly communicate participants' progress or failure.
- Maintain statistics and other pertinent information regarding participants.
- Communicate with other AIC's via e-mail regarding bed availability.

### INTERCHANGEABILITY:

Perform duties of all other staff as required.

Apply to: Human Resources Director  
110 Bartholomew Avenue  
Hartford, CT 06106  
Or by fax: (860) 566-8089  
Or by e-mail: [resumes@cpa-ct.org](mailto:resumes@cpa-ct.org) (MS Word documents only)

\*\*\*All internal candidates must submit an Internal Job Application signed by their immediate supervisor\*\*\*