

Claiborne County is accepting applications for the Family Justice Center Site Coordinator. The employee in this position performs difficult management work in directing the administration of the Office of Criminal Justice Programs (OCJP) Family Justice Center (FJC) and coordinating grant funding from State and Federal agencies to support various projects and programs within Claiborne County and does related work as required.

This is professional work involving the coordination of a co-location multi-disciplinary team of professionals who work together, under one roof, to provide coordinated services to victims of family violence which must at a minimum address victims of domestic violence, but can also include sexual assault, child abuse, human trafficking and elder abuse. The project funded under this program will follow the best practice model identified on the Family Justice Center Alliance website ([www.familyjusticecenter.org](http://www.familyjusticecenter.org)). The position is responsible for directing the daily activities and assuming oversight responsibility for the direct and subcontracted services provided. The position is responsible for ensuring that all requirements of grant funding are documented, completed, and reported according to the timelines set forth by OCJP. The position will supervise additional employees within the Family Justice.

Requirements for Education and Experience: Bachelor's degree in public administration, criminal justice, social work, or closely related fields required; Master's degree preferred. Preference will be given to someone with previous experience and/or training that includes public grant administration/coordination, grant writing, organizational planning, research, budgeting, public speaking and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Exceptional candidates with work experience equivalent to the above educational requirements will be considered. Pre-employment physical and drug screening may be required. Background check required.

Resumes for the position should be submitted via the county website or sent to Claiborne County Mayor, Joe Brooks by email to [countymayor@claibornecountytn.gov](mailto:countymayor@claibornecountytn.gov) or in person at the Claiborne County Mayor's office located in the Claiborne County Courthouse, 1740 Main Street, Tazewell, TN 37879. **Deadline for receipt of resumes is June 7, 2024.**