



Circuit Court for Prince George's County

Veterans Court Mentor/Liaison (G-21): 1000 hours a year position

SALARY	\$21.63 Hourly \$45,000.00 Annually	LOCATION	Upper Marlboro, MD
JOB TYPE	1000 Hour Position	JOB NUMBER	19-00118
DEPARTMENT	Office of Problem Solving Courts	OPENING DATE	08/31/2023
CLOSING DATE	Continuous		

Nature and Variety of Work

The incumbent, under the supervision of the Veterans Court Coordinator, is responsible for enlisting volunteers that have served or are currently in the military to serve as mentors to all the participants in the program. Hours may vary, so must be flexible.

Examples of Work

Duties include but are not limited to the following:

- Screens potential mentors for eligibility and maintains a roster of interested mentors for Veteran Court participants.
- Trains qualified mentors on Veteran Court policies and procedures.
- Finds potential mentors for the program by reaching out to local veterans organizations.
- Establishes connections between Veterans Court participants and qualified mentors.
- Provides monthly orientation classes to all mentors and educates them on their role as mentors.
- Assists Veterans in accessing and navigating the Veterans Affairs system.
- Participates in and leads mentoring sessions with Veterans.
- Assures privacy and confidentiality by maintaining records of mentoring sessions and contacts.
- Attends court sessions when scheduled.
- Coordinates services/compliance with the court team, prepares reports for court proceedings and makes presentations as needed.

Minimum Qualifications

Bachelor's degree in business or public administration, social services, sociology, psychology, or other related fields with experience in counseling.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of basic counseling and interviewing skills and techniques.

Working knowledge of the physiological and psychological effects of drug addiction.

Working knowledge of existing referral agencies and community resources.

Ability to assume responsibility and demonstrate initiative under general supervision.

Ability to work effectively with clients having substance abuse, emotional, behavioral or other related problems.

Ability to communicate effectively both orally and in writing.

Additional Information

- There are no benefits or leave benefits with this temporary position, which works 1000 hours a year.
- Applicants are subject to a background check.
- The Circuit Court for Prince George's County is an Equal Opportunity Employer, committed to diversity in the workplace. This court does not discriminate on the basis of Race, Religion, Color, Sex, Age, National Origin, or Disability. Reasonable accommodation upon request.

Agency

Circuit Court for Prince George's County

Address

14735 Main Street
Room M2407
Upper Marlboro, Maryland, 20772

Phone

301-952-3708

Website

<https://www.princegeorgescourts.org/>

Veterans Court Mentor/Liaison (G-21): 1000 hours a year position Supplemental Questionnaire

*QUESTION 1

Which of the following best describes your level of completed education?

- Master's Degree
- Bachelor's Degree
- Associate's Degree
- Some College
- High School Diploma or G.E.D.

*QUESTION 2

If you selected "some college," please provide the exact number of credit hours earned. If you did not select "some college," please enter N/A.

*QUESTION 3

Please indicate your field of study.

- Business Administration
- Public Administration
- Social Services
- Liberal Arts
- Other

*QUESTION 4

How many years of experience do you have in case management?

- 3 or more years of experience.
- 2 years, but less than 3 years of experience.
- 1 year, but less than 2 years of experience.
- Less than one (1) year of experience.
- I have no experience in mentoring/case management.

***QUESTION 5**

Describe in detail your experience working in case management; include the employer's name and dates of employment. Please do not type "See Resume." If you have no experience, enter "N/A."

* Required Question