



ADMINISTRATIVE OFFICE
of PENNSYLVANIA COURTS

Office of Elder Justice in the Courts Director

Department: OEJC
Location: Harrisburg, PA

Salary: \$99,367- \$119,417
Post Date: 2/20/2024

Starting salary will vary depending upon the qualifications and employment history of the selected candidate.

Department Profile

The Office of Elder Justice in the Courts (OEJC) identifies areas of need and challenges faced by older adults and improves the ability of Pennsylvania courts to address the needs of vulnerable older persons, including protecting them from all forms of abuse. The director implements initiatives of the Advisory Council on Elder Justice in the Courts to enhance older adults' ability to fully participate in legal proceedings, provides education on elder justice issues, and promotes best practices regarding elder abuse, neglect, guardianship, and access to justice. The OEJC fosters public awareness regarding elder abuse prevention and provides general information on guardianships and access to justice.

◆ Typical Duties

- Serves as the point of contact within the AOPC for addressing matters involving elder justice in Pennsylvania's Unified Judicial System.
- Conceives, develops, directs, and evaluates strategic plans, activities, operations, and new programs as directed by the Advisory Council and the Supreme Court. Monitors and reports on the progress of programs and recommendations.
- Communicates and coordinates with Advisory Council leadership and membership, judicial branch officials and court personnel at the state and local levels in developing and implementing policy recommendations.
- Manages a team of four professional-level staff, including establishing goals, reviewing work products, delegating assignments, mentoring, evaluating performance, resolving conflict, ensuring compliance with policies and procedures, and creating a positive team culture.
- Reviews, analyzes and recommends policies and procedures for the Office of Elder Justice in the Courts (OEJC) and Advisory Council and recommends creative solutions to problems.
- Promotes collaboration and fosters working relationships and communication with federal and state executive branch agencies, local courts, non-profit organizations, and other entities involved in elder justice.
- Provides technical assistance, research, and consulting services to Advisory Council members, the judiciary, executive branch agencies, and elder justice entities.
- Establishes standards and procedures for program performance and evaluation.
- Reviews proposed guardianship forms and rules and collaborates with AOPC/IT and the Guardianship Tracking System Governance Committee regarding system development and enhancements.
- Develops and oversees training and continuing education programs for judges, Advisory Council members, attorneys, guardians, court personnel, and other elder justice entities. Designs and creates training materials and other user aides.
- Creates agendas and minutes for meetings of the Advisory Council and its subcommittees. Serves as secretary to the Advisory Council and its Long-Range Planning Committee.

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- Conceives, develops and manages the OEJC's budget, in coordination with AOPC/Finance. Oversees the implementation and proper administration of grants, in particular the three-year federal Administration on Community Living grant.
- Analyzes the impact of legislation related to OEJC and Advisory Council activities.
- Analyzes and makes recommendations on local rules and procedures affecting the operations of the orphans' courts.
- Develops and manages content for the Unified Judicial System's elder justice web pages.

◆ **Minimum Qualifications**

- Bachelor's degree in Judicial or Public Administration or a closely related field, PLUS
- Seven years of experience in court management or varied office management work, including large-scale program design, development, implementation, and analysis.
- An equivalent combination of education, experience, and/or training may be considered.

◆ **Additional Qualifications/Preferences**

- Satisfactory criminal background check required.
- Master's or JD preferred.
- Grant management experience preferred.
- Familiarity with elder justice reform efforts preferred.

◆ **How to Apply**

Apply online at www.pacourts.us/judicial-administration/human-resources/job-openings/.

AOPC - Human Resources
PO Box 61260
Harrisburg, Pennsylvania 17106-1260

Unified Judicial System Hiring Policy

The Unified Judicial System of Pennsylvania recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. UJS hiring and employment policies and procedures are intended to conform to all applicable state and federal laws governing fair and nondiscriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.