

JBRR Vacancy

Please fill in the applicable information and email to humanresources@courts.state.va.us
by **COB Thursday to be posted 4:00 pm _____**

Position Title – Wellness Coordinator

Position Number –

Entrance Salary – Commensurate with qualifications and experience.

Full-Time/Part-Time – FT

Posting Date –

Closing Date –

Location - Richmond

Job Summary –

The Office of the Executive Secretary, Supreme Court of Virginia (OES) is seeking an individual to serve as a Wellness Coordinator responsible for working with Virginia’s Judges and Lawyer Assistance Program (“JLAP”) and other entities to develop and promote professional health initiatives directed to judges, lawyers, and law students in Virginia. The Wellness Coordinator also will act as a liaison between OES and JLAP and will provide professional and administrative support for an advisory board composed of volunteer members appointed by the Supreme Court. OES provides support to all Virginia trial and appellate courts and to the Executive Secretary, the court administrator for the Commonwealth, appointed by the Supreme Court. The Wellness Coordinator will be part of the OES Office of Educational Services and will report to the Director of Educational Services.

Essential Duties & Responsibilities –

Responsibilities include: coordinating with private entities, state agencies and others to develop and promote educational content and programs for judges, law students and legal professionals regarding general health and wellness initiatives (collectively, “professional health initiatives”) with an emphasis on substance use and mental health disorders, developing communication and outreach strategies and action plans based on the most recent research and data; public speaking and presentations; providing support and administrative direction for an advisory board; monitoring, reviewing and analyzing budgets and financial statements; evaluating performance of entities providing direct services and consultations/referrals; creating and maintaining documents and spreadsheets, drafting reports and correspondence, providing advice and conducting research, and interacting with court personnel, healthcare professionals and volunteers, the legal/judicial community and the public. Travel within Virginia may be required and attendance at the annual National Conference for Lawyer Assistance Programs would be expected.

Minimum Qualifications/Experience –

The successful applicant will have excellent management, communication, organizational, technological and administrative skills, along with knowledge and/or professional experience in the areas of general health and wellness, substance abuse, depression and behavioral health issues. The most competitive applicant(s) will have an advanced degree in

law or behavioral health, wellness, sociology, public health or related field; a working knowledge of and familiarity with the demands of the legal/judicial system, experience and or knowledge of the legal/court system (state and nationwide); experience evaluating performance and cost effectiveness; experience supporting a committee or board; and will be proficient in office technology systems including the Microsoft Office Suite (i.e., Microsoft Word, Excel, Access), and Adobe Acrobat. The successful candidate will demonstrate attention to detail and strong research and writing skills, including the ability to draft and prepare correspondence, documents and reports. Experience in managing databases, including manipulating data and generating reports is preferred. Problem-solving skills, Internet research skills, flexibility, and the ability to work both independently and as part of a team are essential.

Additional Information –

Instructional design expertise, particularly e-learning instructional design expertise preferred, but not required.