



JUDICIARY OF GUAM

Administrative Office of the Courts

Human Resources Office

Guam Judicial Center · 120 W O'Brien Drive · Hagatna, GU 96910

Telephone: (671)475-3399/3422/3239/3329 · Facsimile: (671) 477-3184



Katherine A. Maraman
Chief Justice

Alberto C. Lamorena III
Presiding Judge

John O. Lizama
Administrator of the Courts

Barbara Jean T. Perez
Human Resources Administrator

ANNOUNCEMENT CONTRACTUAL APPOINTMENTS

POSITION TITLE: VETERANS MENTOR COORDINATOR (Part-Time)	ANNOUNCEMENT NO. 67-2019 APPLICATIONS WILL BE ACCEPTED FOR THE PERIOD:
DEPARTMENT: ADMINISTRATIVE OFFICE OF THE COURTS DIVISION: PROBATION SERVICES DIVISION CONTRACT PERIOD: JANUARY 1, 2019- DECEMBER 31, 2022	OPENS: May 24, 2019 CLOSES: CONTINUOUS RATE: \$16.30 per hour WORKSITE LOCATION: PROBATION SERVICES DIVISION & GUAM VETCENTER

NATURE OF WORK

The Veterans Treatment Court (VTC) Mentor Coordinator will be responsible for recruiting and screening prospective VTC volunteer mentors; interviewing, selecting, training and educating volunteer mentor candidates about the VTC; providing individual and group supervision; scheduling mentors' attendance at VTC proceedings; and coordinating all activities with the VTC Judge, VTC Coordinator and VTC Community Supervision Staff.

MINIMUM KNOWLEDGE, ABILITIES, AND SKILLS

- Knowledge of military culture and history.
- Knowledge of U.S. Department of Veterans Affairs and related community services.
- Knowledge of related local laws.
- General knowledge of addiction, alcoholism and pharmacology, and the ability to apply that knowledge to suggest responses is desirable.
- Ability to interpret and apply rules, regulations and procedures pertaining to Veterans Treatment Court.
- Ability to adhere to strict confidentiality issues on client records and information.
- Ability to develop and advocate an effective volunteer veteran mentor program.
- Ability to prepare and compile accurate reports and maintain records.
- Ability to work effectively with the public and employees.
- Ability to communicate effectively, orally and in writing.

MINIMUM REQUIREMENTS

- Graduation from high school or acquired General Education Development (G.E.D.) Diploma/Certificate;
- Military Veteran Status with an Honorable discharge;
- Not Active as National Guard or Reserve Member

PROHIBITION PURSUANT TO P.L. 28-98

No person convicted of sex offense under the provision of Chapter 25 of Title 9 GCA, or an offense as defined in Article 2 of Chapter 28, Title 9 GCA in Guam, or an offense in any jurisdiction which includes, at a minimum, all of the elements of said offenses, or who is listed on the Sex Offender Registry shall work in any agency or instrumentality of the government of Guam.

FUNDING

FY2018 Veterans Treatment Court Enhancement Project Grant
Funding is from January 1, 2019-December 31, 2022.

POLICE AND COURT CLEARANCE AND DD FORM 214 REQUIREMENTS

A current Police and Court Clearance valid within 30 days from the opening of the Announcement must be submitted.
Copy of DD Form 214, Certificate of Military Discharge

"The Judiciary of Guam is an equal opportunity provider and employer."

**INTERVIEWING
PROCEDURES**

A personal interview or interview by telephone (if off-island) will be coordinated by the Human Resources Office for all referred via certification.

HOW TO APPLY

A "CONTRACTUAL APPOINTMENT APPLICATION FORM" may be obtained on the Judiciary's website at www.guamcourts.org and submitted to:

Human Resources Office
Judiciary of Guam
Guam Judicial Center
120 West O'Brien Drive
Hagatna, Guam 96910

***Please refer to the Judiciary of Guam's website at www.guamcourts.org for more information on this Announcement.**

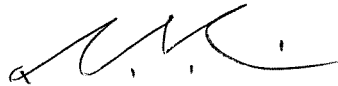
**LICENSES,
CERTIFICATIONS &
BUSINESS LICENSE**

Applicants are required to provide a copy of licenses, certifications, certificates of completion and current business license attached to their Contractual Appointment Application Form.

**AMERICANS WITH
DISABILITIES ACT
(ADA) & EQUAL
EMPLOYMENT
OPPORTUNITY
(EEO)**

The Judiciary of Guam complies with the Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Individuals with disabilities requiring special accommodations or assistance should contact Ms. Linette M. Perez, Program Coordinator IV, at 475-3374 or via email at lperez@guamcourts.org prior to any scheduled examinations or interviews.

In accordance with the Judiciary's EEOP Utilization Report, as approved by the U.S. Department of Justice, Office for Civil Rights, applicants may obtain a copy of the Utilization Report from the EEO Office upon request.



JOHN Q. LIZAMA
Administrator of the Courts