

**17TH JUDICIAL CIRCUIT COURT
WINNEBAGO COUNTY**

NON BARGAINING UNIT VACANCY:

**SAFETY FACILITATOR
DOMESTIC VIOLENCE COORDINATED COURT**

WAGES: \$32.00/hr, (Grant Funded)

HOURS: Full-time – 40 hours per week

BENEFITS: Vacation, Personal Leave and Holiday Pay
IMRF Pension, Life and Health Insurance Eligible

The 17th Judicial Circuit Court is accepting applications for a Safety Facilitator for the Winnebago County Domestic Violence Coordinated Court (DVCC) Safety Facilitation Program. The Safety Facilitator is responsible for conducting individual private shuttle discussions with parties in intimate partner Order of Protection cases with the goal of helping the parties create safe, mutually-agreed upon parenting agreements through a voluntary process offered by the judge when appropriate. The Safety Facilitator is a grant-funded position that reports directly to the Deputy Court Administrator and works under the supervision of the Presiding Judge of the Domestic Violence and Family Division and Trial Court Administration.

As this is a new, pilot program, the selected candidate will be responsible for coordinating the design and implementation of the Safety Facilitator Program prior to facilitating the above activities. Program development is guided by the Department of Justice Office on Violence Against Women's Justice for Families project principles and must include collaboration with project stakeholders to plan and implement the project within these principles.

RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Assist judicial officers and administrative staff with docket preparation and coordination to ensure the appropriate screening of cases eligible for referral to the program;
- Screen for risk factors and other impediments that may impact the parties' ability to participate in the Safety Facilitation Program according to a set forth screening process;
- Explain to all qualifying litigants the parameters and scope of confidentiality of the Safety Facilitation Program;
- Conduct individual private shuttle discussions with parties involved in intimate partner Order of Protection Cases with the goal of developing safe, mutually-agreed upon parenting agreements when appropriate;
- Provide assistance in child-related relief matters in intimate partner Order of Protection cases in the DVCC, including preparing written agreed-upon parenting plans;
- Provide general navigation, resource information, and referrals to litigants involved in the Safety Facilitation Program;
- Develop and maintain collaborative relationships with DVCC and Safety Facilitation Program stakeholders including but not limited to: supervised visitation and safe exchange providers, DV advocates, clerks, attorneys, the judiciary and local law enforcement;
- Gather and maintain data as required for grant reporting purposes;
- Participate in ongoing training and court mentoring projects as requested.

QUALIFICATIONS:

Applicants should possess an advanced degree, preferably a Master's Degree in social work, counseling, or related field or a Juris Doctorate degree or equivalent in a related field. Applicants with a Bachelor's Degree may be considered based on experience within a field related to domestic violence, mental health, or mediation. All applicants must complete a 40-hour domestic violence training and 40-hour mediation training upon hire if not already completed. Candidates with experience in mediation will be given special consideration.

PREFERRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the justice system or areas of family law.
- Knowledge related to domestic violence, including risk factors and the effects of domestic violence on children, ideally through experience working with victims and perpetrators of domestic violence.
- Understanding of the family court system in Winnebago County
- Experience working with judges, attorneys, and advocates preferred
- Knowledge, skills, or training related to conflict resolution preferred
- Experience in project management, including design, implementation, and stakeholder coordination
- Skilled in use of computer programs.
- Strong writing and verbal communication skills.
- Ability to perform tasks independently and increase subject matter knowledge through self-guided learning opportunities.
- Ability to solve problems through use of creative and solution-focused approaches.

The selected applicant will be personally responsible for the payment of all fees and/or costs associated with maintaining any professional licenses and/or continuing education requirements.

APPLICANTS SHOULD SEND RESUME AND COVER LETTER ELECTRONICALLY TO:

Nicole Ticknor, Deputy Court Administrator
400 W. State St. Suite 215
Rockford, IL 61101
nticknor@17thcircuit.illinoiscourts.gov

POSTED: September 2, 2026

EXPIRATION: Until Filled

EQUAL OPPORTUNITY EMPLOYER

Be advised that all offers of employment are subject to a satisfactory background review and drug test.