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## POSITION VACANCY ANNOUNCEMENT

### Position:

Tulsa County Post Adjudication Review Board (PARB) Coordinator

### Overview:

The Tulsa County Post Adjudication Review Board (PARB) seeks a qualified and dedicated individual to serve as a Part-Time Coordinator. A PARB is composed of trained and supported community volunteers who are authorized under state law to review active juvenile court cases involving children who have been removed from their homes due to abuse or neglect. The board meets regularly to provide independent oversight, identify relevant community resources, and submit formal recommendations to the presiding judge to support the child's best interests and promote system accountability.

### Job Description:

Under the Direction of the PARB Program Manager in partnership with the Tulsa County Juvenile Bureau, the Tulsa County PARB Coordinator is responsible for the Tulsa PARB program. This is a 20-hour-a-week contract position with the Tulsa Juvenile Bureau. Overall duties include maintaining and supporting the efforts of the current PARB boards.

### Activities include:

- Reserve a meeting room for each PARB meeting.
- Gathering and distributing court information to members
- Assigning new cases to members
- Distributing PARB reports to all Court partners
- Compiling end-of-year reports from each board and submitting them to OCCY.
- Providing technical assistance if needed or requested by a board.
- Attending all State PARB meetings and PARB staff meetings.
- Maintaining good relationships with Judges, DHS and other Court Partners
- Assisting with ongoing training and technical support of members.
- Recruiting and maintaining volunteers.
- Attending and facilitating each PARB meeting

Applicants with child welfare or juvenile court experience preferred.

### Application Instructions:

To apply, please submit a cover letter and résumé to Hayley Garrison, Social Services Administrator, Tulsa County Juvenile Bureau, at [hgarrison@tulsacounty.org](mailto:hgarrison@tulsacounty.org). For additional information, you may contact Ms. Garrison by phone at (918) 596-5938 or via email.