

JOB ANNOUNCEMENT

OCMULGEE JUDICIAL CIRCUIT

Position: Adult Felony Drug Court Coordinator

Recruitment Period: Open until filled

Compensation: This is a grant-funded, contract position. Benefits are available. Compensation will vary based on the services delivered and experience.

Time: Up to 40 hours per week

Position Summary

To direct, coordinate and supervise the Ocmulgee Circuit Adult Treatment Court Collaborative- Substance Abuse Division and staff for the program.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Provide day-to-day planning, management, and oversight of the Ocmulgee Circuit Substance Abuse Court activities, including but not limited to reviewing referrals, screening individuals to determine appropriateness to participate in the program, scheduling entries into the program, data entry, updating program manuals, directing, attending, and planning staffing's and court hearings, analyzing operating procedures and implementing policy changes as needed

Supervises, directs, and evaluates assigned staff: approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; compiles, reviews and/or approves timesheets; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; and provides progress and activity reports to management.

Conducts screenings/assessments of individuals assigned to Substance Abuse Court: conducts intake processes and assessment interviews; schedules required screenings; obtains medical, mental health, demographic, drug and alcohol usage, and other program related information; evaluates participant's bio-psycho-social capabilities, risk, and treatability; responds to crisis situations during assessment process such as suicidal thoughts, medical or mental instability, etc.; and communicates with participants, family members, and legal representatives regarding assessment and screening results and program eligibility and requirements.

Coordinates program activities: conducts program orientation; schedules and tracks drug screens; ensures collection of court-ordered fees; recommends sanctions and incentives; develops, maintains, and modifies participant handbook; maintains comprehensive list of community resources and referrals;

coordinates graduation processes, including eligibility, scheduling, and attending interviews, scheduling graduation ceremonies and speakers, creating graduation program, etc.

Coordinates and organizes calendar for court programs: schedules participant's court appearances for status hearings; coordinates regular policy meetings attended by legal representatives, program staff, and judge; and attends court sessions as needed to provide the court officials with appropriate program participation information.

Serves as liaison between court staff, treatment team, mental health professionals, law enforcement agencies, attorneys, and the public to ensure efficiency of program: leads and attends status review meetings and court reviews; provides progress summaries to include phase moves, treatment notes, surveillance checks, and sanctions; coordinates between support staff and program participants to comply with court ordered sanctions and court/treatment plans.

Conducts or participates in regular program and participant evaluations: contacts treatment providers to discuss program issues, assessment results, referrals, and participants progress and compliance; monitors and reviews program goals and objectives; collects and performs analysis of data needed to evaluate program efficiency and effectiveness; and identifies and implements new or revised programs and services as needed.

Maintains comprehensive case files and documentation regarding participants and program activities: updates system with participant information such as fees paid, sanctions imposed, program compliance, and general participation; and compiles statistical data for use in reports and graphs.

Performs community outreach: participates in community-based initiatives; provides information and education and makes presentations on issues related to court programs and activities to the public, law enforcement, and others; serves on a variety of committees and task forces; and builds and maintains relationships with community officers and community-based service providers and advocates to coordinate services for program participants.

Performs grant research, writing, and administration: identifies grants to fund Substance Abuse Court programs and services; prepares and submits grant applications and documentation; ensures program activities comply with all grant requirements; develops and maintains program statistical procedures and data tracking systems required for internal and external reporting necessary for grants; and monitors and documents disbursements from granted funds to ensure compliance.

Administers budget for area of assignment: makes recommendations regarding allocations for staffing, equipment, and services; prepares and submits invoices for contracted services and service providers; monitors expenditures for budget compliance; and prepares a variety of budget related reports.

Processes a variety of documentation associated with the Substance Abuse court operations, within designated timeframes and per established procedures: prepares, completes, receives, reviews, processes, forwards or retains, as appropriate, various forms, reports, correspondence, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Communicates with court officials, supervisor, County staff, third party service contractors and treatment providers, attorneys, probation officers, law enforcement officers, participants, families, the public, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Minimum Training and Experience Required

Minimum Qualifications: A Bachelor's degree or higher in psychology, social work, counseling, or an equivalent. A Master's degree, a minimum of three (3) years' experience working in an accountability court or the criminal justice field, and knowledge of National Best Practices for Substance Abuse Courts, as well as the Standards for Georgia Accountability Courts is preferred.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all accountability court standards, best practices, policies, practices, and procedures necessary to function effectively in the position.

Additional Requirements

The position requires a valid Georgia Driver's License and private vehicle for travel. Applicant will be required to pass a background check as a condition of employment which will include a criminal records check, driving history, drug testing, and past employer's check. Must obtain Accountability Court Coordinator Certification within one year of hire date.

Submit resume and cover letter to:
Ocmulgee Circuit Accountability Courts
Attn: Rebecca Almand
P.O. Box 1050
Milledgeville, GA 31059
Email: ralmand@eighthdistrict.org