

Alcovy Judicial Circuit
Superior Courts of Newton and Walton Counties
Resource (Mental Health) Court-Coordinator
Closing Date: Open Until Filled

The Superior Court of Newton and Walton County is seeking to hire a Court Coordinator who will have the responsibility for the overall coordination, management, administration, and operation of the Newton and Walton County Resource Court which is an Accountability Court that provides mental health treatment for participants within the Alcovy Judicial Circuit.

Salary: Grant funded with county supplement

Benefits: Newton County benefits

Term: 1 year; renewable through grant funding

Minimum Education and Experience:

Bachelor's degree in business or public administration, criminal justice, public safety, or related field required (Master's degree preferred);

Five (5) or more years of experience working with treatment courts, and/or court programs; demonstrated progressive experience;

Three (3) or more years of management or supervisory experience; or an equivalent combination of education and experience.

Specific License or Certification Required: Must possess and maintain a valid Georgia driver's license. LCSW, LPC, LMSW, LAPC, or Certified Counselor is preferred.

Criminal Background check will be required.

Essential Functions:

- Provide leadership in maintaining and improving practices and procedures, ensuring adherence to recognized standards and best practices, assessing program needs and recommending improvements.
- Ensure program goals and objectives are being met, and periodically updated or adjusted to reflect changes in the governing standards, best practices, and to accommodate growth.
- Maintain court certifications and ensure compliance with all applicable laws, rules and regulations.
- Provide oversight to the treatment court, including meeting attendance, grant reporting, quarterly and annual statistical reporting for the CACJ.
- Administration of the budget (to include management of contracts), program support, funding solicitation, and community outreach. Create and report yearly grants and ensure state documentation is prepared for review. Responsible for ensuring the financial sustainability of the court.
- Train all new hires on the Alcovy Accountability Courts processes and procedures.
- Assist with organizing court, events, and meetings and compiling supporting materials to disseminate to stakeholders and providers of services to maintain linkages.
- Facilitate communication between team members and partner agencies.
- Review cases and assist in determination of participation eligibility.
- Assist with training regularly and coordinate CACJ training for team members and staff. Attend required training.
- Maintain procedures for confidentiality, release of criminal history information, and program adherence to and compliance with established Federal, State, and local standards and guidelines.
- Ensure that all staffing notes are accurate before dissemination to the Judges, Attorney, etc.
- Supervise other court personnel, including case manager(s).
- Assist case manager in making one-on-one personal contact with participants on a regular basis.
- Assist in conducting drug tests on participants.

Please submit resume to: Kristi Bradford

Judicial Assistant to Judge Layla H. Zon
Newton and Walton County Resource Courts
Email: kbradford@co.newton.ga.us
(770) 784-2180