

**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

**Required Qualifications:**

**Education:** Bachelor's degree in criminal justice, social work, psychology, public administration, or a related field. A master's degree is a plus.

**Experience:** At least 2-3 years of experience in a related field (e.g., criminal justice, case management, or social services). Experience working with court systems, probation, or substance abuse treatment programs is preferred.

**Skills:**

- Strong organizational and time-management skills.
- Excellent written and verbal communication.
- Knowledge of Georgia's criminal justice system, particularly regarding accountability courts.
- Ability to work with individuals from diverse backgrounds, including those with mental health, substance abuse, or legal challenges.
- Familiarity with data management and reporting tools.

Must pass a criminal Background check.

## **Key Responsibilities:**

### **Program Administration:**

- Oversee daily operations of the accountability court.
- Coordinate the intake process, including screening and enrolling eligible participants.
- Provide oversight to the treatment court, including meeting attendance, grant reporting, quarterly and annual statistical reporting for the CACJ.
- Maintain and manage participant case files and records, ensuring compliance with confidentiality requirements.
- Ensure that participants are progressing through the court program as required by the court's guidelines.
- Assist in developing and updating policies and procedures for the accountability court.
- Provide leadership in maintaining and improving practices and procedures, ensuring adherence to recognized standards and best practices, assessing program needs and recommending improvements
- Maintains court certifications and 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.
- Reviews quarterly grant data for submission and use date to track program effectiveness and make recommendations for improvement.
- Assist with organizing court, events, and meetings and compiling supporting materials to disseminate to stakeholders and providers of services to maintain linkages.
- Supervise other court personnel, including case manager(s).

### **Communication & Liaison:**

- Serve as the primary point of contact between the court, attorneys, service providers, and other parties involved.
- Collaborate with judges, attorneys, and law enforcement to monitor participant behavior, compliance, and progress.

**Courtroom Support:**

- Attend accountability court hearings and provide updates and recommendations on behavior responses and incentives needed for on participant progress or setbacks.
- Monitors court staff to ensure all documentation and reports are updated and timely.
- Ensure that all staffing notes are accurate before dissemination to the Judges, Attorney, etc.

**Participant Support:**

- Provide guidance and support to program participants, helping them navigate the court's requirements, access treatment services, and stay on track with their rehabilitation.
- Monitor participant progress and escalate concerns to the judge or relevant authorities as needed.
- Assist case managers in making one-on-one personal contact with participants on a regular basis.
- Assist in conducting drug tests on participants.

**Training and Professional Development:**

- Stay updated on relevant laws, rules, and best practices for accountability courts.
- Participate in training and professional development opportunities to enhance knowledge of criminal justice processes and treatment programs.
- Train all new team members on the Alcovy Accountability Courts processes and procedures.

**Grant and Budget Management:**

- Assist in securing funding for the program, including grant writing and reporting.
- Help manage the accountability court's budget and ensure effective use of resources.

Please submit resume to: Kristi Bradford  
Judicial Assistant to Judge Layla H. Zon  
Newton and Walton County Resource Courts  
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