

ENOTAH JUDICIAL CIRCUIT
Felony Drug Court Program Coordinator
JOB VACANCY

January 21, 2020

APPLY BY: Position Open Until Filled

SALARY: DOQ

SUMMARY OF DUTIES:

The Enotah Judicial Circuit Superior Court seeks to fill the Felony Drug Court Coordinator position. Under limited supervision, this position manages, coordinates, and directs the substance abuse treatment and/or social services activities of the Felony Drug Court in Lumpkin and White Counties. The Coordinator ensures the program's compliance with all court policies and procedures as well as state and national best practices. The Coordinator is responsible for developing community outreach programs for provision of resources to the Court and is responsible for acting as liaison with other judicial offices and interrelated offices within the circuit and across the State of Georgia. The coordinator is also responsible for managing daily administrative operations and maintaining timely program information.

RESPONSIBILITIES:

- Coordinates the day-to-day operations of the Felony Drug Court with the treatment provider. Attends and participates in Drug Court as a member of the Drug Court Team. Responsible for developing/revising policy, implementation of programs, goals, strategies, objectives, preparation and maintenance of current information on participant activity.
- Coordinates with government agencies and community organizations to provide accessibility to housing, medical, and employment benefits to program participants.
- Monitors fiscal year expenditures to ensure accountability programs are spending according to proposed budget and grant funds at proper levels, tracks expenses of program and reports to project manager on a monthly basis; ensures expenses are properly documented and paid in a timely manner, and provides budgetary reports as needed to the accountability court Judges and Court Administrator that reflect amount of funds spent and percentage of budget remaining.
- Complies with Circuit regulations and guidelines to procure equipment and supplies, ensures compliance with federal, state, and local laws and codes, ensures vendors and contracts meet the needs and requirements of the courts as defined by Judges and establishes memorandums of understanding/compliance between the Drug Court and selected contractors and/or vendors
- Seeks grant opportunities and works with justice system stakeholders to identify resources. Writes, edits, and submits annual grant application on behalf of courts, ensures timely reporting of grants as required by funding authority; provides requested grant reports as needed, and must be familiar with funding agencies and award guidelines
- Prepares financial and other reports as needed by the Court or required by granting agencies. Keeps up to date individual files on each participant that monitors history of

their activities in drug court (i.e. payment history, achievements, sanctions, special circumstances, drug screens, etc.)

- Serves as liaison between the Judge of Superior Court and other departments, the treatment provider, elected officials, courts, law enforcement agencies, attorneys, and the public to ensure efficiency for the Drug Court program

MINIMUM QUALIFICATIONS REQUIRED:

- Bachelor's degree from an accredited college or university in Public Administration, Court Administration, Criminal Justice, Social Work, Psychology or related field.
- Must be familiar with HIPAA and Federal Confidentiality Rule 42 CFR regulations
- Any combination of education and experience that provides the required knowledge and skills.
- Recordkeeping skills including participant records, mileage logs, and proficiency with excel including spreadsheet creation and maintenance
- Must be detail-oriented and work well under pressure.
- Strong oral and written communication and presentation skill
- Knowledge of all Microsoft programs, including but not limited to Word, Excel and Powerpoint
- Knowledge of the criminal and/or substance abuse treatment environment
- Knowledge of program evaluation and data analysis, with demonstrated ability to exercise logic, sound judgment and advocacy
- Occasional overnight travel within the state
- Incumbent must be able to work in a fast-paced environment of the courts under limited supervision
- Available to serve both Lumpkin and White Counties.

PREFERRED QUALIFICATIONS:

- Master's degree in public, court, or business administration or comparable area
- Direct experience in accountability court operations
- Three years experience in public sector or criminal justice program management, including budgeting and grant writing
- Experience in working with criminal justice population, counseling/case management

ADDITIONAL INFORMATION:

The selected candidate will be required to pass a background investigation as a condition of employment. Items that may be examined in a background check include but are not limited to: criminal records, fingerprint records, education records, past employers, military records, state licensing/certification records, driving records, and drug screening.

**Resumes should be mailed to: Ninth Judicial Administrative District
P.O. Box 1319 Dahlonega, Ga. 30533**

DUE TO GEORGIA STATE LAW, ALL APPLICATIONS ARE SUBJECT TO PUBLIC DISCLOSURE. EOE. ONLY CANDIDATES TO BE INTERVIEWED WILL BE CONTACTED.