

Job Title: Drug Court Coordinator

Department: Court Administration

Division: Treatment Services

Summary of Duties:

This position is responsible for the day-to-day operations of the Drug Court Program and reports directly to the Director of Treatment Services. This person is responsible for supervising the Drug Court staff and interns; providing professional guidance and support to the Drug Court staff; assisting community outreach projects at the direction of the Director; serving on a multi-disciplinary team; conducting substance abuse evaluations on potential Drug Court participants; making appropriate clinical recommendations based on a client's individual needs; overseeing residential placements; providing direct oversight to the on-call process; developing and overseeing 12 Step meetings for mandated clients; making appropriate adjustments to the treatment curriculum based on evidenced-based practices that address client needs; providing statistical data for grant reporting; participating in grant applications; and other supervisory responsibilities, as assigned.

Primary Duties:

- Makes ongoing recommendations regarding adjustments to the treatment model
- Assists in the development and implementation of on-call procedures
- Assists in the development of new services as the treatment network adds additional populations
- Provides oversight for the development of improvements in the assessment and placement process
- Attends weekly status review meetings and court sessions
- Assists in the collection of such data and research as needed to facilitate the most current and effective treatment possible utilizing available resources
- Provides support and professional guidance to the clinical treatment staff
- Conducts monthly appraisals of therapeutic skills and effectiveness of all clinical staff
- Provides individual supervision on therapeutic techniques for all clinical staff
- Approves curriculum development and implementation
- Facilitates group sessions as needed
- Monitors contracted treatment provider to ensure compliance with program expectations
- Facilitates placement of participants in need of residential treatment
- Serves as Treatment Services liaison to the recovery community
- Coordinates appropriate referral or collaboration among the accountability court programs

- Encourages and facilitates clinical staff development through workshop attendance and other training opportunities
- Provides clinical support for Treatment Services staff
- Directs drug screen process for Drug Court
- Schedules graduation speakers
- Conducts alcohol/drug assessments for the courts, as requested by the judges
- Maintains accreditation/licensure or actively seeks same
- Provides research and analysis and/or data for grant projects
- Serves as advisor to the Friends of Recovery board
- Updates the participant handbook and the policy and procedure manual
- Schedules and leads policy meetings; updates policies and sanction guidelines based on results of the policy meetings
- Other duties as required

Court Administration: The Coordinator is charged with orchestrating multi-faceted services required to ensure maximum efficiency of operation in the Drug Court Program. Schedules and coordinates program operations to include staff meetings, status review meetings, and other special meetings as specified by the Drug Court Judge or Treatment Services Director. Maintains open line of communication between probation, prosecution, judiciary, treatment providers, and Drug Court team to ensure accurate documentation.

Case Flow Management: Creates and maintains accurate files on all participants referred to Drug Court. Tracks all involved participants from beginning involvement to completion/termination accurately. Provides updated information regarding non-compliant offenders to probation services, prosecution, treatment, and judge. Maintains high level of confidentiality in the office as per Federal Laws and Regulations.

Knowledge, Skills and Abilities: General knowledge of County organizational structure and basic Treatment Services operations. Demonstrated proficiency in oral and written communications. Extensive experience and skill in developing effective working relationships with other departments and the general public. Demonstrated skill in developing and maintaining positive customer relations. Extensive skill in operating a personal computer, various software applications, Internet, and multimedia programs. Extensive knowledge of therapeutic techniques utilized in the treatment of mental illness and substance abuse disorders. Ability to administer, score, and interpret results of various assessment tools and determine clinical needs and eligibility of referred individuals. Able to provide effective referrals/placements based on sound clinical judgment. Extensive understanding of dual diagnosis and its effect on the treatment process.

Supervisory Responsibilities: Incumbent must perform duties without extensive supervision. Encourages and/or facilitates clinical staff development through workshop attendance and other outside training opportunities as they are available. Evaluates and conducts monthly appraisals of clinical staff therapeutic skills. Supports and provides professional guidance to clinical staff. Encourages staff to seek certification and licensure that will benefit both staff and the program.

Recommends and advises staff of adjustments to the treatment model and process. Maintains personal accreditation/licensure or actively seeks same. Provides direct supervision of the Drug Court staff.

Complexity: The work ranges from low to medium level tasks to providing complex, extensive, and professional work for all segments of Hall County Treatment Services. In addition, the work of this position involves the need for a high degree of time management skills.

Scope and Effect: The purpose of the work is to help facilitate effective treatment to offenders that will lessen recidivism and promote social success. Successful implementation of the work results in the generation of less law enforcement contacts with program participants and less monetary costs to the judicial system. The purpose of the work is to perform various clerical, administrative, fiscal, case management, and high-level duties needed to provide multi-faceted support to the program judge. Successful implementation of the work results in the generation treatment of executive-level correspondence and a myriad of other items as determined by the Treatment Services Director. The work product or service provided by the incumbent affects the accuracy, reliability, or acceptability of further process or services from Drug Court. Successful implementation of the work can result in the continuance of funding and the incumbent will provide a vital role in the rehabilitation of persons in the community. Errors in this area will be problematic in relation to continued funding and the ability of Drug Court to successfully change the way the criminal justice system deals with offenders with a mental illness or substance related problem.

Personal Contacts: Contacts are typically with coworkers, staffs of Superior Court judges, District Attorney, Solicitor-General, Pretrial Services, Probation Services, treatment providers, County agencies, and the general public.

Purpose of Contacts: Contacts are typically to obtain, clarify, or give facts of information and to provide services.

Physical Demands: Although the physical demands are not stringent, incumbent must be capable of receiving and delivering supplies to the office.

Work Environment: Work is primarily performed in an office setting, though there will be time spent in court and in the community.

Fiscal Administration: Responsible for providing oversight of the Case Manager's weekly and monthly billing tasks, as well as weekly drug screening fees and deposits.

Minimum Qualifications: Master's degree in psychology, counseling, sociology, social work, or related field. Licensed Psychologist, Licensed Clinical Social Worker, Licensed Professional Counselor, or Licensed Marriage and Family Therapist by the appropriate professional certification board required. Five years of experience in the provision of professional therapeutic services to individuals with substance abuse issues. Must be detail-oriented and work well under pressure. Experience working with the criminal justice population and counseling/case management is necessary. Incumbent must be able to work in a fast-paced environment of the courts under limited supervision. Must be familiar with HIPAA and Federal Confidentiality Rule 42CFR regulations.