

## **Position Description**

### **ACCOUNTABILITY COURT COORDINATOR TOWNS AND UNION COUNTIES ENOTAH JUDICIAL CIRCUIT**

#### Definition

This is a highly responsible management position which directs the overall functions of an accountability court treatment program. The Accountability Court combines intensive substance abuse treatment with judicial, court, and target offender interaction. The coordinator is responsible for the oversight and curriculum of the North Enotah Drug Court (NEDC) in Towns and Union counties in the Enotah Judicial Circuit. The Coordinator is responsible for the timely flow to the court and accountability court team of necessary client information and recommendations which are utilized to make judicial decisions affecting the lives of clients. The coordinator also serves as a representative and ambassador of the program to the community and local government stakeholder and public-private partners. The coordinator must be able to work in cooperation with and represent the NEDC with professional courtesy and as a team oriented and collaborative co-worker at all times.

#### Information

Administrative supervision is provided by the Presiding Superior Court Accountability Court Judge and the Enotah Circuit Coordinator. This is a twelve (12) month grant funded position. The Coordinator position is a contract position with Union County which is renewable subject to continued grant funding and performance.

#### Essential Job Functions

- Participate as an accountability court team member, working as a full partner to ensure the success of the program's mission and goals.
- Train, and supervise a staff of professional treatment managers, support personnel, and clinical providers while working with and reporting to the Circuit Coordinator to manage personnel and make staffing and hiring decisions.
- Work at the direction of the Court and the Circuit Coordinator to recruit and coordinate community service agencies and volunteers to provide established accountability court treatment curricula, while ensuring gender, age, and culturally specific services.
- Create interagency linkages capable of addressing client's cultural, age, and gender needs, as well as provide medical, mental health, educational, vocational, skill and employment training and placement.
- Work at the direction of the Court and the Circuit Coordinator to assist in negotiating and monitoring treatment and ancillary service contracts.
- Review progress reports and assist in audits and certification monitoring at the direction of the Court and under the direct supervision of the Circuit Coordinator. This position will require a self-starting, highly ethical individual capable of ensuring that participants are competently and objectively evaluated pursuant to the requirements of the Enotah Circuit

- Accountability Court while keeping accurate accounting of work hours, exact time and mileage reports, and assist in managing public funds in a transparent and timely manner.
- Develop law enforcement and corrections linkages to improve supervision and agency coordination.
- Create and monitor standards for urine collection and compliance reporting.
- Create and maintain a data collection system to monitor client compliance, identify trends, and provide a basis for evaluation.
- Devise and implement a record keeping system which ensures the appropriate level of confidentiality, while providing accurate, pertinent, and timely reports to the screening committee and the court.
- Assist in developing resource and funding strategies, including the pursuit of federal and state grant opportunities at the direction of the Circuit Coordinator.
- Manage the North Enotah Drug Court budget to provide maximum services in the most efficient manner at the direction of the Circuit Coordinator.
- Develop and maintain a credible fee collection system.
- Oversee the accountability court's grant, ensuring compliance with CACJ and CJCC standards.
- Stay abreast of substance abuse, addiction, and treatment methodologies so as to provide the accountability court team and court with a meaningful basis to design program protocols and procedures to implement sanctions and incentive systems.
- Other related duties as required to enhance the success of the accountability court program.

#### Required Knowledge, Skills, and/or Abilities

- Knowledge of addiction and substance abuse and their recovery and treatment methods and its incumbent dynamics.
- Extensive knowledge of community resources, including coordination with other state and local agencies.
- Knowledge of courts, court processes, and procedures.
- Skill in communicating with people from different backgrounds
- Ability to effectively communicate orally and in writing.
- Ability to lead and supervise others.
- Skill in coordinating and directing the work of others in order to reach established goals and objectives.
- Knowledge of modern office practices and management techniques.
- Understanding of grant writing and grant administration.
- Detail oriented with ability to work well under pressure and with limited supervision.
- Familiarity with HIPAA and Federal Confidentiality Rule 42CFR regulations.
- Recordkeeping skills including participant records, mileage logs, and proficiency with excel including spreadsheet creation and maintenance.

#### Educational Requirements

Bachelor's degree from an accredited college or university in social work, psychology, criminal justice, or a related field.

### Experience Requirements

A minimum of 2 (two) years of experience in a treatment or rehabilitation environment providing treatment and/or case management services including at least one year managing, supervising, or directing a component program is preferred. Experience providing services to criminal offenders is also preferred.

### Physical Demands

Work involves a significant amount of standing, walking, sitting, talking, listening, observing, and reaching with hands and arms.

**Apply with cover letter and resume to Grace McGowan at [gracemcgowan9thjad@gmail.com](mailto:gracemcgowan9thjad@gmail.com) with “NEDC Coordinator” as the subject line.**

**Position is Open Until Filled**