

JOB ANNOUNCEMENT

OCMULGEE JUDICIAL CIRCUIT FAMILY TREATMENT COURT

Position: Court Coordinator

Recruitment Period: Open until filled

Salary: This is a grant funded, contract position. Compensation will vary based on the experience and credentials of the successful applicant.

Time: 40 hours per week, Office located in the Ocmulgee Judicial Circuit

Position Summary:

Coordinator will provide day-to-day planning, management and oversight of all FTC activities. The Coordinator should work well in a team setting and demonstrate excellent leadership qualities.

Essential Duties and Responsibilities:

The following are normal for this position and are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

This position works directly under the supervision of the presiding judge. In addition to providing day to day management and oversight of all FTC activities the coordinator is also responsible for conducting/reviewing referrals, completing assessments, scheduling entries into the program, data entry, updating program manuals, directing, attending and planning staffing and court hearings and graduations with presiding judge's assistant, analyzing operating procedures and implementing policy changes as needed throughout the Ocmulgee Circuit. The Coordinator will also be responsible for preparing and completing reports and other submissions required by funding agencies and managing the budget associated with funding, as well as preparing grants and seeking out additional grant opportunities. Oversight of support staff located within the circuit is also required.

Desirable Knowledge and Skills:

- Knowledge of mental illness, relapse prevention, substance use/addiction practices
- Knowledge of community treatment providers and services; including treatment modalities and evidence-based curriculum (CBI-SA, MRT, T4C)
- Knowledge of social and psychological issues regarding substance use and addiction
- Skill in interpersonal communications in a collaborative format
- Considerable skill in multi-tasking with efficiency and accuracy

- Considerable skill in working independently in a fast paced, dynamic environment

Minimum Training and Experience Required

A Bachelor's degree and minimum of two (2) years experience working in an accountability court or the Department of Family Children Services and/or treatment field is preferred. An equivalent combination of education, including a Bachelor's degree in psychology, sociology, criminal justice, human services or a related area and experience may be considered. Knowledge of national best practices for Family Treatment Courts and Clinical experience is preferred.

Additional Requirements

The position required a valid Georgia Driver's License and private vehicle for travel. Applicant will be required to pass a background check as a condition of employment which will include a criminal records check, driving history, drug testing and past employers check.

Submit resume and cover letter to:
Ocmulgee Circuit Family Treatment Court
PO Box 1810
Milledgeville, Ga 31059
Email:
krutherford@eighthdistrict.org