

DEPARTMENT: Juvenile Court

MINIMUM SALARY / PAY GRADE: \$46,177.79/22

JOB TITLE: Family Treatment Court Program Coordinator

FLSA STATUS: Reg. FT/Exempt

APPLY ONLINE: www.rockdalecounty.org

POSITION SUMMARY

This position is responsible for the overall coordination, management, administration and operation of the Family Treatment Court Program.

ESSENTIAL DUTIES

- Supervise and manage Family Treatment Court staff.
- Ensure grant compliance.
- Provide leadership in moving Family Treatment Court toward best practices and ensure adherence to those standards.
- Develop policy and procedure, manuals, handbooks and forms for program use and reference.
- Maintain cooperative relationships with treatment agencies, the Division of Family and Children Services, attorneys, community organizations, and other involved partners.
- Work closely with partners to identify new referrals and coordinate the referral process.
- Track participant progress through the program, facilitate needed services and make recommendations on appropriate behavior responses.
- Facilitate pre-court staffing, prepare team notes and judicial orders.
- Supervise treatment providers, ensuring appropriate treatment dosage and fidelity to evidence based curricula.
- Ensure data collection and case notes are entered accurately, completely and currently.
- Oversee the maintenance of records in accordance with local, state and federal statutes.
- Attend and participate in conferences, court hearings, meetings and committees as needed.

REQUIRED KNOWLEDGE / SKILLS / ABILITIES

- Knowledge of principles, best practice standards, procedures, operations and functions of the Family Treatment Court model.
- Knowledge of applicable county, state and federal laws.
- Knowledge of legal terminology, documents, court procedures, practices and operations.
- Knowledge of individual and group behavior, the child welfare system, counseling techniques, available system and community resources and chemical dependency diagnosis and treatment.
- Skill in operating modern office equipment.
- Ability to use judgment and discretion.
- Ability to establish and maintain effective working relationships with elected and appointed officials, employees and the general public.
- Ability to assemble information and generate written reports and documents in a concise, clear and effective manner.
- Ability to maintain strict confidentiality and handle multiple interruptions and adjustments to priorities daily.
- Ability to carry out oral and written instructions and read, interpret and apply laws, policies, rules and procedures.
- Ability to communicate with partners and staff clearly, proactively and respond in a timely manner.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Social Science, Criminal Justice, or a related field.
- Five (5) years working experience within the social service or criminal justice environment.
- Valid State of Georgia driver's license.

PREFERRED QUALIFICATIONS

- Master's degree in Social Science, Criminal Justice or a related field.

POSITION CONTENT

This position classification is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills or working conditions associated with the position. While it is intended to accurately reflect the position activities and requirements, management reserves the right to modify, add or remove duties and assign other duties as necessary.

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