

JOB ANNOUNCEMENT

Tallapoosa Drug Intervention Program

Position: Drug Court Program Coordinator

Salary: **This is a grant-funded position.** Compensation and benefits will vary based on the experience and credentials of the successful applicant with a minimum of \$38,000 annually and a maximum of \$48,000 annually.

Time: 40 hours per week, office located in the Tallapoosa Judicial Circuit

Position Summary:

Coordinator will provide day-to-day planning, management and oversight of all Drug Court 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 Drug Court activities the coordinator is also responsible for conducting/reviewing referrals, completing screenings, 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 Tallapoosa 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 substance use/addiction practices, relapse prevention, and mental health issues
- Knowledge of community treatment providers and services; including treatment modalities and evidence-based curriculum (CBI-SA, MRT, T4C, etc.)
- 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
- Knowledge of legal issues as they pertain to accountability courts
- Considerable knowledge of grant writing and skills in grant reporting requirements
- 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 and/or treatment field is preferred. A minimum of two year's experience in the writing of grants and the maintenance of awarded grants 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 Drug Courts and Clinical experience is preferred.

Additional Requirements

The position requires 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 no later than May 17, 2021 at 12 noon to:

Tallapoosa Drug Intervention Program
Attn: Mr. Carlton Lanier
carltonlanier@gmail.com