


CARROLL COUNTY JOB VACANCY

POSITION:	DRUG COURT COORDINATOR
DEPARTMENT:	DATE PROGRAM
REPORTS TO:	COMMISSION CHAIRPERSON AND DESIGNATED SUPERIOR COURT JUDGE

The purpose of this job is to handle day-to-day operations of the Drug Court. Duties include, but are not limited to: providing support and professional guidance for the assigned staff, monitoring the therapeutic skills and effectiveness of assigned staff, maintaining a caseload and performing other responsibilities as assigned by the Commission Chairperson and Designated Superior Court Judge.

The Drug Court Coordinator position is not a classified merit position and the position shall be at-will. The Drug Court Coordinator shall not have any property interest in the position. By signing the job description, the employee agrees and understands that this position is not covered by Civil Service and any benefits provided therein. This position will be eligible for standard benefits such as health/life insurance, annual leave, sick leave, participation in the County's retirement program, etc. afforded to County merit employees as outlined in the County's personnel policies.

The Drug Court Coordinator position is contingent upon the continuation of grant funding. By signing the job description, the employee agrees and understands that at such time that grant funding is no longer available, this position may be dissolved.

The following duties are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. In order to qualify, applicants should possess the following knowledge, skills, and abilities to:

- Make ongoing recommendations regarding: specifics of the treatment model, handling of on-call procedures, and development and implementation of curriculum.
- Maintain the budget for the department. Write state and federal grants to sustain the drug court program. Submit required documentation for all grant awards.
- Assist in the development of new services as the treatment network adds additional populations; provide oversight for the development of improvements in the assessment and placement process; assist in the collection of such data and research as needed to facilitate the most current and effective treatment possible utilizing available resources.
- Provide support, supervision, and professional guidance to assigned staff, conduct regular appraisals of skills and effectiveness, and give staffing recommendations to the Court Team.
- Act as liaison between all agencies included in the Drug Court Team.
- Maintain consistent communication with the Superior Court Judge presiding over the Drug Court. Keep the Judge updated on policy, training, participants, and other issues. Assist the Court in calendaring participants for Drug Court. Attend court proceedings for Drug Court pleas and revocations.
- Coordinate daily clinical operations such as: case-flow, case management planning and implementation, referrals, placements, and participant progress; may be required to conduct assessments, make placement recommendations, and lead group therapy sessions.
- Encourage and facilitate clinical staff development through workshop attendance and other training opportunities within both the court programs and the outside therapeutic community; provide for alcohol / drug treatment specific training; encourage staff to seek training that benefits the program.
- Maintain a caseload, which includes but is not limited to: providing appropriate information to the Drug Court during sessions, providing updated information on participants, maintaining participant records including: orientations, assessments, progress notes, treatment planning, discharge planning, monitoring of compliance, crisis intervention, and referral processes.
- Facilitate drug screening process for Drug Court; may be required to conduct alcohol/drug assessments for the Courts.
- Supervise all Siemens' lab quality control, ordering of reagents, and administering tests.
- Work closely with related Judges to make certain their needs are met in all areas relating to designated court facilities.
- Keep abreast of technological advances, provide support for all designated court facilities, and procure equipment and services to keep the Drug Court on the cutting-edge of technology.
- Interact respectfully with all County, local, and national employees, organizations, and citizens.
- Handle all County information securely and confidentially.
- Performs other related duties as assigned.

Preferred education and experience:

Bachelor degree in Criminal Justice, Public Administration, or other related field and one to three years of related experience, preferably within a local government -OR- any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities to perform the essential functions of this job.

(ADA) MINIMUM PHYSICAL QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS: Must be physically able to operate a variety of departmental equipment and tools. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to forty (40) pounds of force occasionally and up to twenty (20) pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and carry weight of forty (40) pounds.

SALARY: Commensurate with Experience
DEADLINE FOR SUBMITTING APPLICATIONS: January 19, 2021

REQUIRED RELEASE: Employee must consent to a Criminal / Driver History Release prior to being considered.

In addition, applicants must also pass a **physical, drug-screen**, and **criminal background check** prior to employment. Applications are available to print or complete electronically on the Carroll County website: < www.carrollcountyga.com >.

Send resume, three (3) references, and completed application to:

Carroll County Board of Commissioners, **Human Resources Department**, PO Box 338, Carrollton, Georgia 30112 (Fax 678.390.6245)
Carroll County is an Equal Opportunity Employer