

**UNIFIED JUDICIAL SYSTEM
POSITION DESCRIPTION**

DRUG COURT COORDINATOR

CLASS CODE: 99-61-32

POSITION PURPOSE

Provides oversight and manages the team dynamics of the drug court team; ensures drug court team members adhere to identified functions, philosophy, and performance standards; oversees client data; remains informed regarding budgetary concerns of the drug court and coordinates services from each discipline; and the local community, in a manner that is most therapeutic to the drug court participant.

DISTINGUISHING FEATURE

This position is responsible for coordinating the efforts of the drug court by ensuring compliance with the key components and philosophy and providing local leadership, oversight, and management to the drug court team.

MAJOR RESPONSIBILITIES

Note: The duties listed are typical examples of work performed by positions in this job classification. Not all duties are included, nor is the list exclusive.

1. Functions as a member of the drug court team by discussing participants, contributing ideas, and recommending action, and committing him or herself to the program mission and goals and works as a full partner to ensure success.
 - a. Schedules meetings conducive to the schedule of each drug court team member.
 - b. Schedules regular meetings and documents all agreed upon terms of the program structure.
 - c. Revisits program mission, goals and objectives with team to assure their efficacy and application.
2. Acts as the contact point between the community and the court to ensure program effectiveness and success.
 - a. Pursues eligible program participants by reviewing files and discussing potential applicants with the State's Attorney.
 - b. Provides the application and answers program questions to potential participants.
 - c. Informs community partners of expectations of the drug court program.
 - d. Drafts memorandum of understandings for community partners on the drug court team.
 - e. Seeks and schedules opportunities to educate the public on the drug court program.
 - f. Identifies and recommends potential new team members to ensure competent team members and a successful program.
 - g. Identifies training opportunities for the drug court team and ensures team members attend all mandatory training prior to functioning as a team member.
3. Recommends competent and informed treatment providers to ensure appropriate treatment.

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- a. Creates an open dialog with treatment providers.
 - b. Monitors treatment and ancillary services to ensure and maintain best practices.
4. Creates interagency linkages to address client's ancillary needs in the areas of medical, housing, employment and vocational skills planning.
 - a. Promotes drug court philosophy and value by educating employers, housing providers, and other agencies associated with participants on the requirements of drug court.
 - b. Provides information and promotes drug courts to employers, housing providers, and other agencies on the value of working with participants from the drug court program.
 - c. Develops and coordinates of the community steering committee.
 - d. Develops partnerships with local recovery community.
 - e. Develops and coordinates a mentorship program.
 5. Works with team members from treatment, community supervision, and law enforcement to create standards for program compliance.
 - a. Ensures a quality, random, effective drug testing program and compliance of Court Services Officers conducting testing.
 - b. Informs team members of expectations of their role on the drug court team.
 - c. Provides orientation to new team members.
 - d. Gathers information needed to keep team members informed of participants and expectations.
 - e. Helps to promote a productive work environment where each team member can participate openly.
 6. Distributes cases, coordinates court appearances, and manages information in order to monitor workload.
 7. Works closely with the Judge to ensure policies are followed, participants' needs are addressed, and program standards are met.
 8. Works in conjunction with the Chief Court Service Officer (CCSO) and other team members to prepare financial reports and summaries to inform team members of financial status.
 9. Performs other work as assigned.

SUPERVISORY FUNCTIONS

This position does not have supervisory responsibilities, but does provide work direction to court services officer and drug court staff to ensure program effectiveness and success.

ESSENTIAL FUNCTIONS REQUIRE

General physical functions of a typical work day, e.g., sitting, standing, driving, and occasionally lifting, carrying, and moving promotional materials usually weighing between 10-15 pounds; attendance in accordance with rules and policies; in-state and out-of-state travel for training and meetings; operating office machines such as computer, telephone, copier, etc. The incumbent is required to work effectively with coworkers and the public, manage stress, meet deadlines, and communicate both verbally and in writing complex ideas, procedures, and policies.

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PROBLEMS AND CHALLENGES

The incumbent is challenged to prompt drug court programs and build alliances with community stakeholders; promote alternative sentencing philosophies; work with participants and families with deviant behaviors; identify available resources and varied services to treat participants in a timely and meaningful manner; operate the drug court program within statewide parameters; and schedule multiple individuals to participate in the drug court team.

DECISION-MAKING AUTHORITY

Decisions made by the incumbent include day-to-day oversight and leadership of the local drug court team decisions to ensure adherence to drug court philosophy; scheduling and facilitating the drug court team meetings; locating available community funding; recommending team members, treatment providers, and potential participants; and providing community information and presentation materials used to promote drug court philosophy and development.

Decisions referred include statewide drug court program standards, policies, rules, and training and overall drug court strategy for the state.

CONTACT WITH OTHERS and PURPOSE

The incumbent has daily contact with judges, prosecutor, defense counsel, participants, community treatment providers and facilities, community organizations, court services officer, and court staff to ask and answer questions pertinent to drug court; and frequent contact with the statewide Drug/DUI Court Liaison to share information and data and seek technical assistance and guidance.

WORKING CONDITIONS

The incumbent works in a typical office environment, but does have frequent contact with program participants who may become aggressive or hostile; and travel is required both in and out of state.

COMPETENCIES/QUALIFICATIONS FOR APPOINTMENT

Knowledge, Skills and Abilities:

Knowledge of:

- addiction, alcoholism, and pharmacology and effective treatment techniques;
- presentation techniques and tools;
- drug court programming;
- community resources that offer substance abuse treatment and counseling;
- criminal justice and court system and procedures;
- interpersonal communications with individuals from a variety of socioeconomic backgrounds.

Ability to:

- prepare written documents and reports;

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- establish and maintain effective working relationships with outside agencies, legal professionals, participants, the general public, and the courts;
- persuade others to participate in the drug court initiative and philosophy;
- effectively manage team members from diverse disciplines, in a non-adversarial way, to achieve maximum results;
- solve problems efficiently and effectively;
- communicate effectively, verbally and in writing.

Education:

Graduation from a college or university with a bachelor's degree in psychology, sociology, criminal justice, or a related field; or an equivalent combination of related education and experience.