

**UNIFIED JUDICIAL SYSTEM  
POSITION DESCRIPTION**

**TREATMENT COURT COORDINATOR**

**CLASS CODE: 99-61-32**

**POSITION PURPOSE**

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

**DISTINGUISHING FEATURE**

This position is responsible for coordinating the efforts of the treatment court by ensuring compliance with the best practice standards and philosophy and providing local leadership, oversight, and management to the 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 team by monitoring best practice standards, 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 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 potential applications.
  - b. Provides the application and answers program questions to potential participants.
  - c. Informs community partners of expectations of the program.
  - d. Drafts memorandum of understandings for community partners on the team.
  - e. Seeks and schedules opportunities to educate the public on the program.
  - f. Identifies and recommends potential new team members to the treatment court judge to ensure competent team members and a successful program.
  - g. Identifies and recommends potential training opportunities for the team and ensures team members attend all mandatory training prior to functioning as a team member.
3. Identifies and recommends competent and informed treatment providers to ensure appropriate treatment within best practice standards.

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- a. Creates an open dialog with treatment providers.
  - b. Monitors and maintains records of treatment and ancillary services.
4. Creates interagency linkages to address client's ancillary needs in the areas of medical, housing, employment and vocational skills planning.
    - a. Promotes program philosophy and value by educating employers, housing providers, and other agencies associated with participants on the requirements of treatment courts.
    - b. Provides information and promotes treatment courts to employers, housing providers, and other agencies on the value of working with participants from the program.
    - c. Develops partnerships with local recovery community.
    - d. Develops and coordinates a peer recovery support program.
  5. Works with all team members from treatment, community supervision, and law enforcement to create standards for program compliance.
    - a. Informs team members of expectations of their role on the team.
    - b. Ensures all team members are trained on the treatment court model.
    - c. Ensures a quality, random, effective drug testing program and compliance of Court Services Officers conducting testing.
    - d. Works with the judge to promote a productive work environment where each team member can participate openly.
  6. Provides oversight of the data collection to ensure accuracy within the data management system by all team members.
  7. Works closely with the Judge to ensure program adjustments are implemented, 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 coordinate team program activities to ensure program effectiveness and success.

## ESSENTIAL FUNCTIONS REQUIRE

General physical functions of a typical workday, 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 promote treatment 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 program within statewide parameters; and schedule multiple individuals to participate in the team.

### DECISION-MAKING AUTHORITY

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

Decisions referred include statewide program standards, policies, rules, and training and overall program 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 the program; and frequent contact with statewide program staff 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:

- Substance use disorders, pharmacology and effective treatment techniques;
- presentation techniques and tools;
- 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 and educational backgrounds;
- Microsoft office and programs.

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### Ability to:

- prepare written documents and reports;
- establish and maintain effective working relationships with outside agencies, legal professionals, participants, the general public, and the courts;
- educate and encourage others to participate in the treatment 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.