

PIERCE COUNTY
TITLE: DRUG COURT COORDINATOR

GRADE:	POINTS:	
DIVISION: Administration	ACCOUNTABLE TO: Human Services Dir./ Judge of Circuit Court COMMITTEE REPORT: Human Service Board	CLASS CODE: Teamsters-HS Profess.
PRIMARY LOCATION: ELLSWORTH	NORMAL HOURS: Varied – 40 hrs/wk	DATE OF LATEST REVISION: March 1, 2006 Approved 7/10/06 Revised 6/26/07 Updated 11/12/08 Updated 8/13/10 Updated 9/28/10 Revised 12/15/2011

JOB PURPOSE:
<p>The purpose of this position is to work with drug court participants and drug court team, coordinating services between court, law enforcement agencies, treatment providers, and the community to provide leadership and participant evaluation and monitoring activities. The work involves activities to determine program participant eligibility, maintain participant files and database system, monitor participant compliance, and assist participants in securing supportive services, and coordinating services with the drug court partner agencies. The individual will prepare and monitor the program budget, identify and apply for public and private funding sources and prepare program policy and procedures subject to approval of Circuit Court Judge, Human Services Board, and the Drug Court Committee.</p>

No.	Essential Functions	Frequency	G/P
1	Participant Assistance		
	<i>Facilitate participant involvement in Drug Court</i>	50%	
1a	<ul style="list-style-type: none"> Develop, coordinate and/or monitor community services sites and activities 		
1b	<ul style="list-style-type: none"> Assist participants in accessing AODA treatment, services and support 		
1c	<ul style="list-style-type: none"> Coordinate and provide drug and alcohol testing 		
1d	<ul style="list-style-type: none"> Provide home visits to participants to monitor progress and provide services 		
1e	<ul style="list-style-type: none"> Assist participants in securing supportive services (i.e., employment, housing, medical care, etc.) 		
1f	<ul style="list-style-type: none"> Assist participants in developing life skills (i.e., job searching, parenting, budgeting, etc) 		

PIERCE COUNTY
TITLE: DRUG COURT COORDINATOR

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2	<u>Program Organization</u>		
	<i>Prepare and organize Drug Court meetings and events</i>	20%	
2a	<ul style="list-style-type: none"> Participate in Drug Court team Meetings, provide agendas, take minutes, and provide documentation as needed to team members 		
2b	<ul style="list-style-type: none"> Provide progress updates and service recommendations on participants 		
No. 3	<u>Administration</u>		
	<i>Develop and maintain files and database systems;</i>	10%	
3a	<ul style="list-style-type: none"> Maintain individual participant files including referrals for services, progress notes, and case contact notes Develop and maintain overall program documents 		
3b	<ul style="list-style-type: none"> Compile individual and program statistical data for analysis 		
No. 4	<u>Public Contact</u>		
	<i>Screen and gather demographic information on offenders who may qualify for Drug Court and educate the public regarding Drug Court</i>	10%	
4a	<ul style="list-style-type: none"> Explain Drug Court to offenders Provide informational meetings to public 		
No. 5	<u>Fiscal Affairs</u>		
	<i>Draft and monitor annual budget</i>	5%	
5a	<ul style="list-style-type: none"> Pursue funding resources outside of County levy 		
5b	<ul style="list-style-type: none"> Seek volunteer services and goods to support Drug Court participants and activities 		
No. 6	Perform other duties as assigned	5%	

MINIMUM QUALIFICATIONS:

Bachelor's degree in Social Work, Mental Health, AODA, Criminal Justice or related field, and five years' experience in related program service provision, development, and/or administration; valid driver's license; ability to function independently within the framework of the Drug Court with minimum supervision; ability to coordinate and manage a caseload of participants and determine and make recommendations to the Drug Court Team.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED:

- Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.
- Ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.
- Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, fractions, and decimals; may require the ability to perform mathematical operations involving basic algebra.

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<ul style="list-style-type: none"> • Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions. • Requires the ability to work independently with limited direct supervision. Ability to communicate with participants, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations. • Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information such as budgets, program reports and outcomes, grants, statutes, a variety of manuals, financial statements, policies, procedures and non-routine correspondence. • Ability to communicate orally and in writing with the participants, Drug Court Team, county board supervisors, law enforcement officials, state and federal staff, County Departments, medical personnel, attorneys and courts, support staff, volunteers and the public.
CORE COMPETENCIES OF POSITION:
Effective coordination of drug court activities between participants, Drug Court Team, the court, law enforcement agencies, treatment providers and community.
PHYSICAL ACTIVITIES/REQUIREMENTS:
<p>Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as toxic agents and potential violence and/or dust may cause discomfort and poses little risk of injury. Ability to operate equipment and machinery requiring simple but continuous adjustments, such as photocopier, paper shredder, calculator, fax machine, computer and telephone.</p> <p>Ability to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.</p> <p>Ability to exert very moderate physical effort in sedentary to light work, typically involving some combination of stooping, kneeling, crouching and crawling, lifting, carrying, pushing and pulling.</p> <p>Ability to recognize and identify degrees of similarities or differences between characteristics of forms and sounds associated with job-related objects, materials and tasks.</p>
SAFETY POLICY:
It is the responsibility of every employee of Pierce County to know and observe the safety policies and procedures of the County. Each employee is expected to perform their tasks in a safe and efficient manner while using appropriate safety equipment, clothing, and devices.

Pierce County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's signature _____ Date

Supervisor's signature _____ Date

Personnel Designee

Date