



ISLAND COUNTY JOB POSTING

DATE:	JULY 2, 2014
PAA#:	059/14
POSITION#:	41341513
PAY GRADE#:	NR-11

POSITION TITLE:	DRUG COURT COORDINATOR	NON - REPRESENTED
DEPARTMENT:	JUVENILE COURT / SUPERIOR COURT	
SALARY:	BASE: \$22.05/HR	
HOURS OF WORK:	8:00 A.M. – 4:30 P.M.	
CLOSING DATE:	JULY 23, 2014	

GENERAL STATEMENT:

SEE JOB DESCRIPTION

DESIRED QUALIFICATIONS:

SEE JOB DESCRIPTION

SPECIAL REQUIREMENTS:

SEE JOB DESCRIPTION

Filing of an Application: A completed original Island County Application form is required. A resume' submitted in lieu of a completed application will not be processed. Applications are available in the Personnel Office, or on-line.

Applicants are responsible for supplying all information relative to their qualifications for the position.

Equal Employment Opportunity - Island County is an Equal Opportunity Employer and does not discriminate on the basis of race, political affiliation, religion, sex, marital status, national origin, age, or the presence of any sensory, mental or physical disability.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.

Department of Human Resources/Personnel
P.O. Box 5000
Coupeville, WA 98239-5000

Authorization No.:
Position No.:
Pay Grade:
Date:

ISLAND COUNTY **SUMMARY JOB DESCRIPTION**

POSITION: DRUG COURT COORDINATOR
JUVENILE COURT AND SUPERIOR COURT
POSITION NUMBER: 41341513
CURRENT EMPLOYEE:
ANNUAL HOURS WORKED: 2080

1.0 MAJOR FUNCTION AND PURPOSE

1.1 Employee in this position coordinates the operation of Island County Juvenile Drug Court, Adult Drug Court and the Family Treatment Court. Employee in this position is responsible for supervising the Drug Court probation counselor.

2.0 SUPERVISION RECEIVED

2.1 The Drug Court Coordinator is given wide latitude to exercise sound judgment and operate independently. Supervision is provided by the Superior/Juvenile and Family Court Services Assistant Administrator on an as needed basis. Frequent contact and coordination will occur between the Drug Court Coordinator and the Superior/Juvenile and Family Court Services Assistant Administrator to promote the successful operation of the Drug Court programs.

3.0 SUPERVISION EXERCISED

3.1 Employee in this position supervises the Drug Court Probation Counselor/Case Manager and the Mentoring Program Coordinator.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

4.1 Coordinates Drug Court programs, screens new cases and assigns the appropriate staff; advises and assists other departmental employees concerning cases with chemical dependency issues.

4.2 Develops and reviews the operational policies and procedures to interpret, apply and ensure compliance with related laws, rules, regulations and codes with the Drug Court Implementation and Operational teams.

- 4.3 Develops and gives presentations regarding program services and activities
- 4.4 Develops programs related to chemical dependency treatment and prepares grants; monitors and initiates program changes as necessary. Develops and oversees budgets of Drug Treatment Courts.
- 4.5 Plans, schedules, evaluate, and provide direct supervision of subordinate counselors and support staff; participates in the selection of subordinate employees; supervises and coordinates the training of new employees, volunteers and other participants from related agencies.
- 4.6 Performs all of the duties of a Drug Treatment Court Probation Counselor, Juvenile Probation Counselor as necessary.
- 4.7 Participates in the preparation of court goals, planning, objectives and the annual budget; ensures accountability of grant funds.
- 4.8 Serves as a member of the management team.
- 4.9 Responsible for providing training, instruction and evaluations of staff as directed by the Administrator.
- 4.10 Responsible for facilitating and/or co-facilitating intervention programs for youth and families as directed by the Administrator.
- 4.11 Responsible for recommending disciplinary action as may be needed. Responsible for the first level responses, in the processing of any grievances, that may arise.
- 4.12 Responsible for the initial investigation into department complaints made by clients or other citizens regarding drug courts.
- 4.13 Responsible for preparing reports to the court including violation reports to drug courts.
- 4.14 Responsible for supervising compliance to the risk assessments and re-assessments timelines. Provide quality assurance measures for the collection of data. Coordinate classes and projects and supervise outcome measurement commitments.
- 4.15 Responsible for maintaining accurate records and database of youth and families who receive intervention services.
- 4.16 Perform other tasks as directed.

5.0 DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

- 5.1 Knowledge of statutes covering the juvenile and adult justice system.

- 5.2 Ability to effectively supervise staff.
- 5.3 Familiarity with juvenile and adult legal trends and requirements.
- 5.4 Familiarity with tools, instruments, equipment and techniques commonly used in the performance of related tasks.
- 5.5 Maintain a high standard for accuracy, completeness and efficiency in the preparation of reports.
- 5.6 Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations and relate to various personality styles in a professional manner.
- 5.7 Understand the need for maintaining confidentiality of sensitive information.

6.0 EDUCATION, EXPERIENCE AND CERTIFICATES

- 6.1 Prior experience in social work and/or juvenile justice required. Prior work in Juvenile or Adult Probation preferred.
- 6.2 Knowledge of Drug Treatment Court structure, philosophy and research.
- 6.3 Knowledge of Chemical Dependency treatment services, and those available in Island County and Washington State.
- 6.4 Judicial and criminal justice systems.
- 6.5 Interviewing, diagnostic and counseling methods and techniques for chemical dependency and mental health issues.
- 6.6 Literature, trends and developments in the social services area, especially in chemical dependency and mental health.
- 6.7 Local, state and federal social service resources and agencies.
- 6.8 Basic principles of program planning and supervision.
- 6.9 Valid Washington State Drivers License.
- 6.10 Successful completion of the Washington Criminal Justice Training Commission Academy. (Or the ability to complete in six (6) months)
- 6.11 BA or BS degree in Human Services, Criminal Justice, Social work or a related field.
- 6.12 Masters degree in Human Services, Criminal Justice, Social Work or a related field may substitute for prior experience.

6.13 Ability to successfully complete various required training classes and obtains certificates necessary for functional skill performance, maintenance and improvement.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND EMPLOYEE, AND IS SUBJECT TO CHANGE AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

DATE

DEPARTMENT HEAD

DATE

EMPLOYEE