



# EMPLOYMENT OPPORTUNITY

- This recruitment is available only to Thurston County employees and individuals on the recall/rehire list.
- This recruitment is open to the public.

<b>POSITION TITLE:</b> Drug Court Program Manager	<b>DEPARTMENT:</b> Superior Court
<b>CLOSING DATE:</b> April 13, 2015, 5 p.m.	<b>POSITION #:</b> 06-R-00184
<b>SALARY RANGE:</b> \$5,063 - \$6,750 / month	<b>FTE:</b> 1.00
<b>EMPLOYMENT TYPE:</b> Regular Full-Time Employee	<b>ELIGIBLE FOR BENEFITS:</b> YES
<b>CONTACT PERSON:</b> Brooke Marshall	<b>PHONE #:</b> (360) 786-5559
<b>UNION:</b> NO	

## SUMMARY OF DUTIES:

Reporting to the designated DUI/Drug Court judge and the Superior Court Administrator, the Drug Court Program Manager is responsible for managing the planning, implementation and on-going functions of the DUI/Drug Court programs. The Manager will serve as the main point of contact between the programs and the treatment agencies and will monitor contract compliance. The Manager meets directly with program participants to conduct suitability interviews and to maintain participant records, coordinates public policy development by collaborating with the Board of Judges and court administration, administers grant funds, and works cooperatively with the Superior Court Resource Manager to seek additional sources of funding.

## QUALIFICATIONS:

Bachelor's degree in behavioral or social science, criminal justice, or another closely related field. Four years of progressively responsible experience in the criminal justice or social work field conducting interviews, providing counseling and/or case management, and performing program and policy development, implementation and program management or relatable equivalent experience may be substituted on a case-by-case basis. Current Washington State Driver's License.

## DESIRED SKILLS:

Master's degree in behavioral or social science, criminal justice, or closely related field. Knowledge of drug abuse treatment programs. Knowledge of current principles and practices relating to planning, public policy development and implementation of programs related to DUI/Drug Court programs and chemical dependency treatment. Knowledge of federal, state and local policies and regulations pertaining to programs and the criminal justice system. Knowledge of casework duties including investigation and supervision of criminal offenders. Ability to create innovative programs in response to community needs. Ability to effectively communicate orally and in writing. Ability to write clear and concise proposals, reports, correspondence and other related work. Ability to plan and perform work independently. Ability to establish and maintain effective working relationships with judges, co-workers and the community. Knowledge of interviewing, assessment and counseling techniques. Ability to prepare and give oral presentations to groups. Ability to coordinate and monitor the work of others.

## OTHER POSITION RELATED INFORMATION:

To be considered for this position, please apply at [TC Human Resources](#).

This position is:

- Eligible for benefits
- NOT represented by a union
- NOT classified as eligible for overtime under the Fair Labor Standards Act (FLSA)

Items required for consideration:

- Application
- Letter of Interest
- Resume