

Job ID: IRC14806
Company Name: Clark County
Location: Vancouver, WA
Close: First Review 03/25/2016, then open until filled.



THERAPEUTIC SPECIALTY COURTS COORDINATOR (PROGRAM COORDINATOR II)

CLARK COUNTY'S, ***District Court***, located in Vancouver, WA, is seeking a **THERAPEUTIC SPECIALTY COURTS COORDINATOR** that administers and coordinates TSCs, currently including Substance Abuse Court, Veteran's Court, and Mental Health Court.

HOW TO APPLY:

For complete job announcement, application requirements, and to apply on-line, please visit our website at:
www.clark.wa.gov/human-resources/before-you-apply IRC14806

THE JOB

The Therapeutic Specialty Courts (TSC) Coordinator administers and coordinates TSCs, currently including Substance Abuse Court, Veteran's Court, and Mental Health Court. Work is performed with latitude for professional judgment in making policy and operational decisions. Responsibilities include coordinating the day-to-day operations of TSCs, including oversight of research, strategic planning, program fees, and fund-raising, as well as identifying and setting service goals and objectives, ensuring timely processing of cases, collaborating with community partners, preparing and submitting reports, developing policies and procedures consistent with TSC's operations and Washington State statutes and rules, preparing grants and financial reports, identifying, developing, and updating roles and responsibilities for TSC positions. This position is liaison to Federal, State, and local government agencies. The position will coordinate requests for expenditures; identify training needs and organize trainings to address the needs of treatment providers and judges, maintain cooperative relationships with treatment community and probation department, attend conferences, meetings, and various other committees as the TSC representative, and perform all other duties assigned. Most duties are carried out in the court, other county offices, and at service providers, although the incumbent may visit clients in the community. Most work is carried out between Monday and Friday during day shift, but evening work and working Saturday and Sunday may be necessary to meet goals or demand during peak periods. This position reports directly to a District Court Corrections Program Manager.

QUALIFICATIONS

Five years of experience in a Therapeutic Specialty Court; or Bachelor or Master's degree with at least 2 years' experience working in a related TSC, chemical dependency, mental health, corrections, or courts position. Administrative, supervisory, and program coordination experience is highly desirable. The degree must have been conferred by an institution of higher education and have National Recognition of Accrediting Agencies by the U.S. Secretary of Education, and official transcripts will be required at the time of hire.

All combinations of education, experience, and training that demonstrate the ability to perform the duties required will be considered. Successful candidate must pass a criminal background check and possess and maintain a valid, unencumbered driver's license.

The ideal candidate will have the following strengths and experience:

- Developing and implementing program services such as TSCs, chemical dependency, or mental health services
- Working with TSCs in delivering services
- Establishing and maintaining effective working relationships with service providers, governmental entities, clients, family members, and community stakeholders
- Service coordinating, supervising, or managing, preferably in a court or human services environment
- Grant writing experience along with preparing budgetary estimates and justifications
- Establishing internal controls and monitoring expenditures
- Using computers, spreadsheets, and database applications
- Writing and implementing policies and procedures
- Implementing statutes and rules
- Providing oral and written reports to private, non-profit, and governmental agencies as well as community groups

- Working within multidisciplinary teams dealing with complex issues and balancing multiple demands
- Working with federal and state privacy and confidentiality laws to perform all duties in a manner that protects confidentiality/privacy of clients

Knowledge of and understanding of: TSC philosophy, organization, structure, functions, responsibilities, and procedures; chemical dependency treatment modalities; service development, improvement, and problem resolution; evaluating statistical data for program evaluation and service improvement; treatment resources in Clark County; criminal justice system.

Ability to: organize and coordinate the administrative and programmatic activities of the TSCs; analyze, appraise, and assess problematic situations and intervene appropriately; prepare programmatic and statistical reports; ability to use computer and software applications germane to TSCs; work independently or in conjunction with others, coordinate and assist in the supervision of TSC Case Managers; make operational recommendations based on data analysis; establish and maintain rapport with clients, families, treatment providers, and officers of the court; ability to express ideas clearly and concisely, both orally and in writing.

SALARY

\$5,116 - \$7,228 per month

BENEFITS AND SALARY INFORMATION

Clark County offers a comprehensive benefits package including:

- Medical/Dental/Vision Insurance
- Paid Days Off
- Deferred Compensation (457 Plan)
- Retirement Options
- Employee Assistance Program
- 10 Paid Holidays
- Flexible Spending
- Life Insurance
- Supplemental Life Insurance
- Long Term Disability

It is the general policy of the County to start employees in the lower or middle sections of the salary range.

THE COUNTY

Clark County is located in the southwestern part of the State of Washington, across the Columbia River from Portland, Oregon. With almost 600 programs serving nearly 436,000 residents, the county provides a wide variety of employment opportunities for about 1600 people. Clark County's structure is complex, with 18 elected officials, 13 regional councils and districts, and numerous appointed boards. Although the county seat is in downtown Vancouver, county employees provide services to all of its residents, from urban cities and towns, to the hundreds of miles of beautiful countryside. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

Equal Opportunity Employer

Clark County is committed to increasing the ethnic, cultural and social diversity of its workforce and ensuring that diversity is a key priority of our organization. We are committed to providing equal opportunity and access regardless of race, color, religion, creed, sex, national origin, age, marital status, the presence of any sensory, mental, or physical disability or the use of a trained guide dog or service animal by a disabled person, sexual orientation/gender identity, veteran status or any other status protected by law. Women, minorities, veterans, and persons with disabilities are encouraged to apply.

HOW TO APPLY

Apply online on our website @ www.clark.wa.gov/human-resources/before-you-apply. Application materials are due by the closing date listed on the recruitment. Please read the Job Posting material thoroughly to determine application requirements.

Clark County Human Resources Department
1300 Franklin Street - 5th Floor
PO Box 5000
Vancouver, WA 98666-5000
