



SNOHOMISH COUNTY
invites applications for the position of:

Drug Court Coordinator

SALARY: \$31.28 - \$38.01 Hourly
\$5,422.61 - \$6,588.11 Monthly
\$65,071.32 - \$79,057.32 Annually

OPENING DATE: 01/03/22

CLOSING DATE: 01/17/22 11:59 PM

DESCRIPTION:

Grow your career here with the benefits and security of government employment!

Superior Court is interested in creating a diverse pool of candidates for our Drug Court Coordinator position. To that end, we are interested in receiving applications from candidates who are able to meet the minimum qualifications through a combination of experience, education and training.

Strong candidates will have a bachelor's degree in criminal justice, psychology, sociology, social work or related field with major coursework in substance use disorder; AND one (1) year of experience in a court environment involving case assessment, case management, client interviewing, social service delivery; OR, Any equivalent combination of training and/or experience that provides the required knowledge and abilities.

We will consider applicants who do not have a bachelor's degree if the applicant has other experiences that provide similar background.

We are proud to offer an outstanding benefit package to employees and their dependents.

You'll get PERS retirement contributions, excellent medical, dental and vision insurance, with long-term disability, life insurance, and more.

We provide:

- 40 hour work week, Monday through Friday, 8-5
- 10 paid holidays
- Paid sick leave and vacation
- 2 bonus floating holidays.

Selection process:

Applicants must electronically submit an application through Snohomish County's NEOGOV site. A resume and cover letter are not required.

When your application is complete, verify the information and make sure there is nothing missing. Click on APPLY & SUBMIT and then click on CHECK APPLICATION STATUS. If you have problems with your application please contact NEOGOV Applicant Support at 855-524-5627.

Anticipated hiring timeline:

1. Application received on or before January 17, 2022
2. Initial screening for minimum qualifications and essay questions reviewed by subject matter experts

3. Phone interviews on or about January 24, 2022
4. Zoom interviews with the most qualified applicants January 28, 2022. Interviewees may be asked to complete written questions prior to the interview date.
5. Prior to hire, candidates will need to meet all special qualifications as listed below.
6. Anticipated start date on or around February 14, 2022.

Covid-19 Vaccination Requirement:

Employees hired into this position are required to be fully vaccinated against COVID-19. If hired, you will be required to submit proof of vaccination. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs.

BASIC FUNCTION

Coordinates the day to day operations of a Drug Court program. Identifies screens and refers potential program participants, and monitors for program compliance. Works within the community to build resources and educate providers regarding drug court(s).

JOB DUTIES:

STATEMENT OF ESSENTIAL JOB DUTIES

1. Makes recommendations for placement and referral of participants involved in Drug Treatment Court Programs; completes chemical dependency screening for addiction.
2. Conducts counseling and facilitates self improvement sessions, monitors participants to assure program requirements are met, prepares cases and participates in court hearings.
3. Educates applicants and participants about the justice system, treatment elements and compliance requirements of the program.
4. Refers participants to the contracted treatment agencies/facilities best suited for participants needs; collaborates with treatment providers to assure community resources and service needs match desired program outcomes.
5. Prepares and gives presentations regarding program services and activities; plans, coordinates and facilitates Drug Court events such as graduation ceremonies; prepares regular program reports and audits the program regularly to address problems and client complaints; maintains client and program records.
6. Coordinates Drug Court Team at the direction of the assigned Superior Court Judge and Court Administrator or designee; maintains consistent communication with Drug Court team members; participates in the development, revision and implementation of program policies and procedures; assists Court Administration in the preparation of grant applications, identification of funding sources, and budget development; provides for accountability of any grant funds, and monitoring for contract compliance as directed.
7. Performs general clerical duties to maintain records such as inputting information into the computer, preparing reports/correspondence, drug court meeting agenda and minutes, and making collateral contacts.
8. Resolves crises situations; monitors client behavior; assesses and interviews each individual with regard to program participation.
9. Administers and/or evaluates diagnostic tests; prepares reports on clients from information gathered from various social service and legal professionals and agencies; prepares and completes required and related forms, records and documents.
10. Confers with various boards, officials and professionals on status of clients; monitors recreational and/or employment activities of clients.
11. Performs ongoing public relations work; trains volunteers; contacts past program participants to collect data for program evaluation; acts as liaison between clients and various components of the dependency and criminal justice system.
12. Creates and writes program literature such as program pamphlets, manuals, forms, handbooks and procedures.

STATEMENT OF OTHER JOB DUTIES

1. Performs related duties as required.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with major course work in substance abuse, criminal justice, psychology, sociology, social work or related field; PLUS, one (1) year experience in a court environment involving case assessment, case management, client interviewing, social service delivery, OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. A Masters Degree in one of the above fields is preferred. Must pass job related tests.

SPECIAL REQUIREMENT

A valid Washington State Driver's License is required for employment.

Applicants must successfully pass a criminal background investigation, reference verification, and if requested, a polygraph examination, psychological examination and physical examination.

ADDITIONAL INFORMATION:

KNOWLEDGE AND ABILITIES

Knowledge of:

- substance abuse treatment services network in Snohomish County and Washington State
- basic interviewing, diagnostic, and counseling techniques
- individual and group behavior
- literature, developments, and trends in the social service area
- judicial and criminal justice system
- computer programs, database queries and usage

Ability to:

- conduct substance abuse screenings for adult clients and make recommendations for treatment
- express ideas and recommendations effectively orally and in writing
- establish and maintain effective work relationship with clients, families, public and private officials and the general public
- apply abstract principles, guidelines and concepts to concrete work situations
- work with persons from a variety of socio-economic backgrounds
- effectively interview, determine courses of action, and evaluate individual progress
- use advanced Microsoft Office word processing, spreadsheet and database applications

SUPERVISION

General supervision is provided by a Supervisor within Superior Court Administration, who reviews work for adequacy of professional judgment, compliance with established goals and policies, and for quality through regular audits and appraisal of results obtained.

WORKING CONDITIONS

The work is performed primarily in an office environment. Exposure to physical hazard may occur occasionally when interviewing hostile clients with a potential for violence. The position may require travel, and occasional work outside the standard work day/week.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.
[EEO policy and ADA notice](#)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.snohomishcountywa.gov/2553>

Position #2022-SSC-2252
DRUG COURT COORDINATOR
JW

3000 Rockefeller Ave M/S 503
Everett, WA 98201
(425) 388-3411

Human.Resources@snoco.org

Drug Court Coordinator Supplemental Questionnaire

- * 1. The following three questions are essay questions. Please take time to fully explain your qualifications. **Your responses to these questions will determine whether you move forward in the hiring process.** Be sure to review the qualifications and job duties before you write your responses.
☐ Yes ☐ No
- * 2. Superior Court is interested in creating a diverse pool of candidates for our Drug Court Coordinator position. To that end, we are interested in receiving applications from candidates who are able to meet the minimum qualifications through a combination of experience, education and training. Strong candidates will have a bachelor's degree in criminal justice, psychology, sociology, social work or related field with major coursework in substance use disorder; AND one (1) year of experience in a court environment involving case assessment, case management, client interviewing, social service delivery; OR, Any equivalent combination of training and/or experience that provides the required knowledge and abilities. We will consider applicants who do not have a bachelor's degree if the applicant has other experiences that provide similar background. Please tell us how you meet this qualification.
- * 3. Equity is an important value for Superior Court. Our clients experience the intersectionality of racial and ethnic discrimination, socio-economic status, language barriers, gender bias, and other factors impacting their experience with the court system. Please give us an example of a time when your understanding of intersectionality impacted your work with clients.
- * 4. What is your experience with and understanding of working directly with clients who have a variety of needs including trauma, mental health issues, behavioral disorders, substance use disorder, etc.? Please give us a specific example of your direct work with a client and the outcome of the case.
- * Required Question