



SNOHOMISH COUNTY
invites applications for the position of:

Drug Court Coordinator

SALARY: \$32.22 - \$39.15 Hourly
\$5,585.29 - \$6,785.75 Monthly
\$67,023.48 - \$81,429.00 Annually

OPENING DATE: 04/08/22

CLOSING DATE: 04/19/22 11:59 PM

DESCRIPTION:

Use your education, training, and life experience to support families impacted by substance use as part of Family Recovery Court services.

This position is located primarily at Denney Juvenile Justice Center with some work at the Superior Court in downtown Everett.

Superior Court is interested in hiring compassionate, creative professionals for our Drug Court Coordinator position. If your life experience, education, and training have prepared you for this work, please complete our online application.

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
11 paid holidays
Paid sick leave and vacation
2 bonus floating holidays

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:

ADDITIONAL INFORMATION:

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

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

Human.Resources@snoco.org

Position #SUP5525R
 DRUG COURT COORDINATOR
 JH

Drug Court Coordinator Supplemental Questionnaire

- * 1. Superior Court uses your answers to the following questions to decide if you are invited to interview. Each answer should be 300-500 words in length. We're looking for your thoughts, not the thoughts of others. Cutting/copying/pasting from internet sources without citation is not allowed and may prevent you from getting an interview. Your identifying information will be withheld from those who score your answers to minimize any potential bias in scoring these questions. I have read the above and understand that my answers will determine if I get an invitation to interview. For question #1. Please take time to fully explain your qualifications.
- ☐ Yes ☐ No

- * 2. Superior Court is interested in hiring compassionate, creative professionals for our

Drug Court Coordinator position. Please explain how your life experience, education, and training have prepared you for this work.

- * 3. 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