



Drug Diversion Court Services Treatment Coordinator

DEPARTMENT: DJA - Judicial Administration
DIVISION: Office of the Director
SALARY: \$92,976.00 - \$117,852.80 Annually
LOCATION: Multiple locations in King County
JOB TYPE: Career Service, Full Time, 40 hrs/week
CLOSING DATE: 12/21/22 04:30 PM

SUMMARY:

DJA is seeking a **Treatment Coordinator** to work as part of a **dynamic multidisciplinary Drug Diversion Court (DDC) team** supporting individuals with substance use disorder and frequently co-occurring disorders in achieving recovery from drugs and alcohol, stable housing and employment, and dismissal of felony charges through successful program completion.

The Department of Judicial Administration (DJA) provides **professional, high-quality Superior Court record services and justice system programs**, while ensuring access to justice and integrity in the process. DDC is a criminal justice diversion program administered by DJA for adults charged with felony property and other drug-related crimes.

The **Treatment Coordinator** monitors and supports the treatment and case management aspects of the DDC program, including serving as the Lead for the DDC treatment case managers. This position acts as a liaison to community treatment providers and toxicology experts, identifies gaps in services and works with the DDC Program Manager to implement appropriate resources, carries a small caseload of DDC participants and provides back-up coverage, educates stakeholders about the DDC model, and guides the development of policies and procedures related to the clinical aspects of the DDC program in alignment with the Adult Drug Court Best Practice Standards and DDC program goals.

WHO MAY APPLY: This position is open to King County career service employees and the general public; preference will be given in that order. DJA values diverse perspectives and life experiences, and encourages people of all backgrounds, cultures and religions to apply, including veterans, Black, Indigenous, and People of Color, Immigrants, refugees, women, LGBTQ+, people with disabilities and those with lived experience with addiction and recovery.

WORK LOCATION: This position is based at the King County Courthouse located at 516 3rd Ave. in Seattle and travels to attend meetings or perform duties at the Maleng Regional Justice Center, 401 4th Ave N. in Kent, and to other areas in King County as needed to attend meetings with providers and community stakeholders.

There may be work associated with this position that may be partially performed [remotely](#). Employees will be provided with a County issued laptop and must maintain a workspace with an internet connection where they can reliably perform work and remain available and responsive during scheduled work hours. Employees must reside in WA state and within a reasonable distance to their King County worksite to respond to workplace reporting requirements. There will be situations where the employee is required to report to a County worksite. Please note that when an employee conducts work that is likely to bring them in contact with another individual, safety precautions are required by the department in alignment with the [Public Health Directive](#) from the Seattle & King County Public Health Officer.

To support employees during this time King County has a robust collection of [tools and resources](#) to support working remotely. The individual selected for this opportunity will be joining an innovative and progressive team. King County is doing its part to reduce the spread of COVID-19 and remains committed to reducing our carbon footprint.

WORK SCHEDULE: The regular work week is 40 hours, Monday through Friday 8:00 am to 5:00 pm. This position is exempt.

Required Materials:

1. **King County Application Form**
2. **Answers to the Supplemental Questions**
3. **Resume**
4. **Cover Letter** detailing your background and interest in the position and clearly connecting your experience, skills and abilities with those required for this position. Please note, your Cover Letter may be evaluated as a writing sample.

Please note that you can attach multiple documents to your application. Your options are:

- *Copy and paste one or more documents into the text resume section of the application.
- *Attach multiple documents/files in the resume attachment section.

Contact information: For questions about the position, please contact Christina

Mason at 206-477-0785. For questions about the recruitment process please contact

Joy Fernandes at 206-477-0774.

JOB DUTIES:

The person selected for this position will be assigned a variety of tasks including but not limited to those listed:

Serve as Lead for DDC Treatment Case Managers: Onboard treatment case managers, monitor work performance and provide information to DDC Program Manager about readiness for participation in staffings, soundness of recommendations, fidelity to best practice standards and the DDC program model, knowledge of case factors, ability to engage participants, professionalism and presentation skills, and thoroughness in recording case notes and obtaining information from treatment agencies. Monitor and balance case manager workloads, provide guidance and support, identify training needs, facilitate access to development opportunities, and organize case manager input and involvement in special projects. Work with DDC Program Analyst and Program Manager to align use of treatment resources to DDC funding availability.

Direct Client Services: Carry a small caseload of DDC participants and provide back-up to case managers as needed. Meet with participants in custody, at jail discharge, and in the DDC office as

needed to facilitate transfer into drug court, risk and needs assessment, clinical recommendations regarding next steps, safety planning and crisis support, resource referral, and connection to services. Provide limited support and resource referral to drug court graduates as needed.

Serve as Liaison to DDC Treatment Providers and Toxicology Lab: Meet regularly with contracted and non-contracted treatment providers to maintain up-to-date information on available services, conduct trainings regarding the specific policy, procedures and requirements of the DDC program, develop protocols between treatment and case management, and monitor and address issues related to drug testing, treatment quality, performance and availability, communication and reporting, and participant and provider needs.

Serve as a Member of the Multidisciplinary Drug Court Team: Represent treatment/case management interests within team discussions, business meetings and case staffings, advocating for the clinical needs of DDC participants. Organize and facilitate trainings, presentations, and site visits to educate team members about treatment needs and services, including drug testing. Assist with onboarding new team members, educating about the DDC model and the Adult Drug Court Best Practice Standards. Support DDC's approach to accountability and empowerment.

Development of Policies and Procedures: Along with the DDC Program Manager, collaborate with defense, prosecutor, court, law enforcement, treatment providers, peers, and other stakeholders to develop policies and procedures that will address systemic barriers and support participant success. Work with peer and treatment partners on ways to enhance support to participants following DDC graduation and continued strategies for incorporating DDC alumni into the program to support current participants. Maintain up-to-date procedures specific to DDC case management services. Monitor releases of information and intake forms for updates as needed. Organize and facilitate workgroups as needed.

Community Advocacy and Involvement: Stay informed regarding policies and resources related to substance use disorder, co-occurring mental health disorders, and recovery support services, cultivate relationships with treatment and community providers, and educate stakeholders about the specific needs of drug court participants. Identify gaps and barriers in available services and advocate for solutions. Develop strategies and partnerships with the goal of facilitating access to resources to meet the needs of drug court participants and the DDC program.

EXPERIENCE, QUALIFICATIONS, KNOWLEDGE, SKILLS:

Any combination of Education, Experience, Qualifications, Knowledge and Skills which provides the applicant with the desired competencies to successfully perform all duties described will be considered.

- BA in Social Services or a related field and 5 years of experience providing direct case management services support to individuals experiencing substance use disorders, mental health disorders, homelessness, and criminal legal involvement.
- Specialized training in substance use disorders, co-occurring mental health disorders, trauma-informed and culturally responsive services.
- Knowledge of Adult Drug Court Best Practice Standards.
- Excellent communication, presentation, problem-solving, and resourcefulness skills.
- Demonstrated ability to work as an effective collaborative team member within a professional team and to develop positive working relationships with internal and external stakeholders.
- Experience providing staff supervision, mentoring and/or training for the purpose of onboarding, ongoing staff development, and quality assurance.

- Ability to engage in difficult conversations, actively listen, provide feedback in a sensitive and effective manner, manage conflict, and remain calm under pressure in a fast-paced and emotionally demanding setting.
- Experience facilitating meetings, organizing workgroups and/or building consensus to achieve a measurable result.
- Experience developing and/or streamlining work processes, policies and procedures.
- Experience developing partnerships to expand resources and services.
- Willingness and ability to work within an accountability-based, evidence-based therapeutic court model aimed at stopping substance use and criminal activity.
- Knowledge of trauma-informed care principles (including peer support), harm reduction and empowerment strategies and a willingness to think creatively about ways to incorporate into the DDC program as appropriate.
- Excellent organizational skills and demonstrated ability to prioritize tasks, meet deadlines, track and monitor data.
- Experience with data entry, office software, and email, and the ability to learn new software applications and technologies as required for this position.
- Knowledge of confidentiality laws related to behavioral health services.
- Familiarity with the Diagnostic Statistical Manual 5 of the American Psychological Association (DSM-5) and how it is utilized in mental health and substance use disorder screenings.
- Knowledge of ASAM (American Society of Addiction Medicine) criteria and how it is used to determine appropriate level of care.
- Ability to work effectively with individuals of all races, ethnicities, nationalities, cultures, genders, ages, sexual orientations, and abilities.

Desirable Experience:

- Clinical licensure and experience as a Substance Use Disorder Professional, Master Addictions Counselor, Social Worker, Mental Health Counselor, Marriage and Family Therapist, or equivalent.
- Experience and/or training related to supervision, management and leadership techniques.
- Knowledge of treatment modalities, drug testing, recovery support services and referral processes for substance use and co-occurring disorders in Washington State and King County.
- Specialized training and/or work experience within the criminal legal system, especially working within a therapeutic court.
- Training in motivational interviewing.
- Ability to communicate in Spanish, the second most commonly spoken language amongst King County Drug Court participants.

SPECIAL REQUIREMENTS:

Pass a Department of Adult and Juvenile Detention (DAJD) criminal background and reference check as required for professional access to King County facilities operated by DAJD.

SUPPLEMENTAL INFORMATION:

Forbes recently named King County as one of Washington State's best employers.

Together, with leadership and our employees, we're changing the way government delivers service and winning national recognition as a model of excellence. Are you ready to make a difference? [Come join the team](#) dedicated to serving one of the nation's best places to live, work and play.

Guided by our "[True North](#)", we are making King County a welcoming community where every person can thrive. We value diversity, inclusion and belonging in our workplace and workforce. To reach this goal we are committed to workforce equity. Equitable recruiting, support, and retention is how we will obtain the highest quality workforce in our region; a workforce that shares and will help advance our guiding principles--we are one team; we solve problems; we focus on the customer; we drive for results; we are racially just; we respect all people; we lead the way; and we are responsible stewards. We encourage people of all backgrounds and identities to apply, including Native American and people of color, immigrants, refugees, women, LGBTQ+, people living with disabilities, and veterans.

COVID-19 Vaccination Requirement

King County Executive Branch employees are required to be fully vaccinated against COVID-19. If you are the successful candidate for the position you applied for, the County will send you a conditional offer letter.

As a condition of employment, prior to a final offer of employment, you will be required to:

- submit proof of vaccination, or
- have an approved request for medical or religious exemption and an approved accommodation. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

People are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccination approved by the Center for Disease Control and Prevention (CDC).

The Executive Branch includes employees in the Executive branch, the Assessor's Office, Elections, the King County Sheriff's Office, and the Executive Office.

King County is an Equal Employment Opportunity (EEO) Employer

No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay or other forms of compensation.

To Apply

If you are interested in pursuing this position, please follow the application instructions carefully. If you need this announcement in an alternate language or format, would like to request accommodation or assistance in the application or assessment process or if you have questions please contact the recruiter listed on this job announcement.

Applicants that are found to be minimally qualified will be further reviewed for competitive quality. Those applicants that possess the most competitive background in directly related experience, knowledge and training may be contacted for interviews. Professional reference checks will be conducted prior to any offer of employment.

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

Job #2022JF17565
DRUG DIVERSION COURT SERVICES TREATMENT
COORDINATOR
JF

King County Administration Bldg.
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206-477-3404

joy.fernandes@kingcounty.gov

An Equal Opportunity Employer

Drug Diversion Court Services Treatment Coordinator Supplemental Questionnaire

- * 1. Are you applying to this position as an eligible current or previous King County Employee Priority Placement Program Participant? Is this position the same or lower percentage of full-time when compared to the position held at the point of the notification of layoff? Do you possess the skills and abilities to qualify for this position?
 - ☐ Yes, I was given a layoff notice from my role at King County and I am within two years of the effective date of my layoff. Additionally, the position I was laid off from was the same or a higher percentage of FT status when compared to this one.
 - ☐ No.
- 2. If you answered yes to the question above and you are applying for this position as a Priority Placement Participant, to be considered, you must provide the following three pieces of information in the space provided: 1. The title you held when you received your layoff notice 2. The department you worked in 3. The effective date of your layoff
- * 3. This position requires a minimum 5 years of experience providing direct case management support to individuals experiencing substance use disorders, mental health disorders, homelessness, and criminal legal involvement, or any combination of training, education and experience that would provide the required knowledge and abilities to be successful in this position. Describe how you meet this qualification.
- * 4. Describe the specialized training you have had in substance use disorders, including information about Adult Drug Court Best Practice Standards.
- * 5. Describe an experience supervising, mentoring and/or training staff. How did you go about it? What was most effective and what did you learn?
- * 6. In your experience, what do you think is most important in developing partnerships and working with internal and external stakeholders?
- * 7. Provide an example of a time you assisted with the development of policies and procedures and/or streamlining a work process. Describe the purpose, your role in the process, and the outcome that was achieved.
- * Required Question