

**POSITION:** HDC and FTC Courts - Female Drug Tester

**DATE:** April 23, 2021

**DEPARTMENT:** Hillsdale County Courts

**POSTING DEADLINE:** Open until filled

**GRADE RANGE:** \$12.50 hourly (**Part-time Position**)

**PURPOSE:** Under general supervision of the Hillsdale Drug Court Administrator, the Problem Solving Courts Female Drug Tester provides urine collection services to participants enrolled in various Problem Solving Courts. Primarily, this position will administer an oral swab or urine test to monitor participants' abstinence from substances.

**ABILITIES, KNOWLEDGE, AND SKILLS:**

- Must be available to work most weekends, 10 AM to 12 PM.
- Must have basic computer skills including Microsoft Word, Excel, email, and internet navigation skills.

**PRINCIPLE DUTIES AND RESPONSIBILITIES:**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

1. Administer breathalyzer testing and observed urine collection testing according to the National Association of Drug Court Professional standards. This includes direct observation of the collection of urine samples from the participants of the same gender.
2. Follow laboratory standards for drug testing confirmations including adherence to the chain of custody policies.
3. Discuss testing outcomes with participants including offering positive support and making confrontational inquiries appropriate to the circumstance.
4. Maintain a variety of excel spreadsheets for program reference and data collection.
5. Complete data entry in the Drug Court Case Management Information System regarding substance abuse testing, court incentives/sanctions, ancillary services, and fee assignment.
6. Maintain confidentiality while working with sensitive information.

**QUALIFICATIONS / EXPERIENCE:**

Must possess a high school diploma or GED. Possession of a valid driver's license with acceptable driving record. Applicants must be female gender in order to collect urine from participants of the same gender (bona fide occupational qualification (BFOQ)).

**SUPERVISION:**

Work is performed under the general direction of the HDC Coordinator.

**OTHER REQUIREMENTS:**

The individual in this position is an at-will employee and serves at the pleasure of the Chief Judge. Employment is dependent on background check, criminal history and fingerprint check, and drug screen.