

POSITION: Hillsdale Drug Court Coordinator **DATE:** April 23, 2021

DEPARTMENT: Hillsdale County Courts **POSTING DEADLINE:** Open until filled

Minimum Qualifications

- Bachelor's degree in public or business administration, social work, criminal justice, judicial administration, or a closely related social science field; Master's degree or Graduate certification in a related field is preferred
- Four years of experience in leadership and organizational management
- Two years of supervisory and budget experience
- Submit and pass a background check

GENERAL DESCRIPTION

The HDC Program Coordinator reports to the Judges. Duties for the Program Coordinator include overseeing program services related to substance abuse and other treatment for individuals referred to the program. The position oversees case managers and others who work with program participants, reports major activities through daily correspondence and weekly HDC team meetings.

ADMINISTRATIVE RESPONSIBILITIES

- Coordinate with program evaluator on gathering and maintaining all relevant participant data
- Manage the courts' use of the Michigan Drug Court Case Management Information System (DCCMIS)
- Manage program/participant data, paperwork necessary for case records, financial, statistical, or other reporting requirements
- Supervise HDC employees and contractors
- Act as liaison between program and Judges
- Monitor treatment notes from team members and communicate findings
- Coordinate weekly team meetings
- Attend and oversee weekly court hearings
- Keep record of and ensure payment of all billing for the HDC
- Schedule relevant HDC events and necessary trainings (drug testing certification, relevant substance use disorder training, etc.), as well as employee schedules
- Maintain HDC's budget: oversee payroll, purchase all program supplies, manage grant applications and monies, and coordinate internships
- Manage confidentiality agreements and contractual obligations or certifications
- Ensure compliance with the best practice standards and key components

PRACTICAL RESPONSIBILITIES

- Manage a diverse, full caseload of participants
- Provide resources for clinical treatment, for both individual and group formats, using evidence-based models and curriculums
- Collaborate with case manager on participant specific strategies
- Conduct substance abuse, and risks and needs assessments
- Create and maintain treatment plans with counseling professionals
- Plan outcome measures for participants
- Manage participant drug testing
- Interview/interrogate participants as necessary in a holistic manner, aware of each participant's needs
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COMPENSATION AND HOURS

- Salary range for this position is \$30,000 - \$39,000 commensurate with experience
- Scheduled work hours are 40 hours per week: 8:30 a.m. to 5:00 p.m., with one hour lunch period (half paid)

BENEFITS

- Health insurance coverage
- Optional - vision and dental coverage
- Paid-Time-Off (PTO) up to 12 days per year
- Paid vacation
- Paid holiday leave (government recognized)