

DRUG TREATMENT COURT CASE COORDINATOR

DEFINITION OF WORK

Employees in this classification are responsible for coordinating a full caseload of drug treatment court clients. Incumbents report to a supervisor who provides administrative oversight and support to the program. Employee receives client referrals, coordinates referrals for assessments and other services, conducts intake interviews, conducts and/or assists with drug screenings, staffs court team meetings, and provides reports to the court. Position performs other duties as required.

EXAMPLES OF WORK

Position facilitates targeting of participants and the referral process; conducts intake and screening and prepares reports for Drug Treatment Court (DTC) core team; obtains DTC and other agency releases of information; refers for treatment assessment to TASC or other clinical entity; and assists in preparation of treatment plans. Position serves as liaison to agency partners such as adult probation officers, juvenile court counselors, treatment providers, school personnel, and social service agencies to monitor participant progress; prepares written reports and provides oral information at staff meetings; schedules court status conferences, coordinates court hearings, and makes written and oral reports to the court; performs random drug testing and enters results of DTC testing and other agencies into DTC MIS; enters detailed data on participants into DTC MIS on a timely basis and maintains copies of court judgments in manual files; and enters data into a web-based management information system.

EMPLOYMENT STANDARDS

Education and Experience:

Bachelor's degree in a human services field and two years of related experience; or a Master's degree in a human services field, Public Administration or Business Administration; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Work requires knowledge of: the principles and practices of case management; interviewing methods and techniques; substance abuse and mental health assessments and services; diagnostic methods and principles; basic structure of the civil and criminal justice systems; MS Word and Excel to create communication documents and spreadsheets; and MS PowerPoint to create presentations. Employees are required to have the ability to: identify symptoms of substance abuse; solve problems analytically; maintain records, files and reports; coordinate multiple tasks simultaneously; communicate effectively both orally and in writing; maintain cooperative working relationships with court staff and individuals outside of the judicial branch; develop and foster a spirit of teamwork to improve the quality of DTC work teams and committees and to bring people from different agencies together to accomplish the goals of the program.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Works performed in a normal office environment; however, incumbents are sometimes required to screen program participants while incarcerated in county jails.

PHYSICAL REQUIREMENTS

Employee must be able to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling. Must be able to lift, carry, push, and/or pull objects and materials of moderate weight up to 20 pounds. Employee must be able to perform coordinated movements such as operating office equipment and keyboarding. Some tasks require visual perception and discrimination. Some tasks require oral communications.