**Job Description Wayne County Juvenile Court**

**Job Title: Family Drug Court Coordinator (aka Family Dependency Project Director)**

**Department:** Juvenile Court

**Job Code:**  **Reports To:** Juvenile Court Judge

**FLSA Status:** Exempt **Supervises:** N/A

**Job Purpose:** Responsible for the implementation, coordination, and eventual operation of the Wayne County Juvenile Court’s Drug Court program.

# Minimum Position Requirements:

**Education/Training:** Bachelor degree in psychology, social work, criminal justice, education or a closely related field.

**Experience/Knowledge/Background:** At least two (2) years relevant work experience required; three (3) plus years preferred. Consideration will be given for any combination of education and experience that provides equivalent knowledge, skills and abilities.

**Skills:** Must possess basic computer/keyboarding skills. Must be able to read to read operating instructions and procedure manuals. Strong written and verbal communication skills are a must. Must have the ability to coordinate and organize multi-agency work activities, and troubleshoot problem situations.

**Appearance/Personality:** Professionalism is essential. Must have the ability to work well with a diverse group of people.

**Special Requirements:** Social work licensure, law degree, or other advanced licensure preferred. Must be a minimum of twenty-one (21) years of age; have a valid driver’s license; and submit to a pre-employment screening (including physical exam, psychological exam, TB screen, and drug screen) criminal record check and in-depth reference check.

# Court Expectations of Employee:

* Adheres to Court Policy and Procedures
* Acts as a role model both within and outside the Court
* Exhibits a professional manner in dealing with others and works to maintain constructive working relationships
* Maintains a positive and respectful approach both verbally and in writing with superiors, colleagues, and individuals inside and outside the Court
* Performs duties as workload necessitates in a timely, accurate and thorough manner and is conscientious about assignments meeting productivity standards
* Communicates regularly with supervisor about issues
* Demonstrates flexible and efficient time management and ability to prioritize workload
* Consistently reports to work on time, prepared to perform duties of position meeting Court attendance standards

# Essential Job Functions:

* Attends, facilitates and documents all pre-court staffings.
* Attends all drug court hearings.
* Monitors provision of services to all drug court clients.
* Maintains files on drug court clients.
* Track and maintain information necessary for court records, grants, and other funding sources, generating reports when necessary.
* Communicates with service providers regarding drug court clients and furthers strong working relationship between Court and service provider.
* Drafts and maintains policy and procedure manuals.
* Maintains supplies of drug test equipment and sobriety awards.
* Identifies, applies for, and maintains grants and other funding opportunities to sustain the existence of the program.
* Attends meetings with Court personnel and partners to review program progress, data collection, outcomes, etc.
* Assists the treatment team in troubleshooting issues as they are identified.
* Arranges all contacts and visits to Wayne County Drug Court by visiting professionals.
* Negotiates needed service provider agreements and related contracts, subject to approval by the Judge, and monitors contract compliance.
* Performs screenings, assessments, and drug tests.
* Attends and participates in multi-system case conferences and communicates outcomes to the Court.
* Attends all Drug Court case plan meetings.
* Enters and retrieves data via computer.
* Prepares meeting agendas and drafts meeting minutes.
* Acts as community liaison and develops collaborative partnerships.
* Creates opportunities for program participants to do community service work.
* Assists the participant in all phases including the orientation phase.
* Makes referrals to other agencies.
* Assist in applying for specialty docket certification from the Supreme Court.

# Other Job Duties and Responsibilities:

* May be required to assist in the collection of research or information for special projects.
* May be required to work irregular hours.
* Attends mandatory staff meetings, meetings with outside organizations, and training as assigned.
* Provides support and backup to other employees as needed or requested.
* May be required to assist with docketing court data.
* All other duties as assigned.

# Language Skills:

* Outstanding verbal and written communication skills a must.
* Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as technical operating manuals, statutes, procedures, guidelines and routine and non-routine correspondence.
* Must write legibly.

# Mathematical Skills:

* Requires the ability to perform basic arithmetic, including the ability to calculate percentages and decimals.

# Reasoning Ability:

* Requires the ability to exercise sound judgment, make informed decisions, apply common sense, carryout instructions and independently problem solve situations that arise and require immediate resolution.

# Physical Demands:

* Tasks involve the ability to exert light physical effort, to include the ability to walk (to include up and down multiple flights of stairs), stoop, bend, kneel, use hands, move objects, reach, push and pull on a regular basis.
* Tasks may require the employee to occasionally lift, carry, push and/or pull objects weighing from five to ten pounds.
* Must be able to hear and also talk in a clear and concise manner.
* Tasks may involve extended periods of time at a keyboard or workstation.

# Work Environment:

* Tasks are regularly performed in safe and comfortable surroundings.
* Exposure to adverse environmental conditions while making home, school or other location visits is probable and may include exposure to dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, communicable diseases or pathogenic substances.

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Employee Printed Name Employee Signature

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_