

**OWI Treatment Court Coordinator  
Columbia County**

**POSITION DESCRIPTION**

**I. Position Summary**

This position is responsible for day-to-day operations of the Treatment Court Program and reports directly to the Treatment Court Judge. This is a full time (37.5 hours per week) professional position in the Columbia County Circuit Court under general supervision of the Judicial Commissioner with oversight by the Circuit Court Judges.

**II. General Duties**

This position serves as the liaison for the Treatment Court Team including taking a lead role at staff meetings, disseminating program information from all treatment providers, probation officers, prosecutors, defense attorneys, law enforcement officers, and the judge. This position oversees the tracking of participant progress, data collection, data dissemination, and maintenance of all spreadsheets accurately and timely, maintains confidentiality according to federal laws and regulations, and possesses an acute attention to detail and ability to work in fast-paced environment with high expectations.

**III. Essential Duties and Responsibilities**

1. Conducts program orientation with all participants.
2. Prepares weekly court roster for staffing, and meets with each participant as required by their phase requirements, weekly in Phase I and II; monthly in Phase III and aftercare.
3. Prepares updates, and maintains offender files in an orderly manner.
4. Takes lead in weekly status review meetings and court reviews; provides weekly progress summaries to include phase moves, treatment notes, home visits, and sanctions.
5. Prepares agendas for committee meetings.
6. Prints sanction histories in preparation of Termination proceedings; attends all termination hearings and updates Treatment court team.
7. Insures adequate communication among various agencies involved with OWI Court.
8. Develops and maintains community resources needed to implement and enhance goals and objectives; increases community awareness of the program and develops community partnerships.
9. Tracks clients' payments towards cost of treatment. All funds payable to Columbia County Health and Human Services Treatment Court. Initial assessment fee of \$250 to be paid to Paquette Center.
10. Schedules graduations and graduation speakers; creates graduation program in conjunction with the Treatment Court Judge.
11. Oversees graduation process regarding client eligibility, scheduling and attending exit interviews, etc.
12. Provides necessary information to treatment providers and coordinating agencies regarding assessment results and referrals.
13. Obtains necessary information from treatment providers and coordinating agencies for the maintenance of accurate, up-to-date records.
14. Complies with grant reporting requirements and timely submission of reports.
15. Collects and performs analysis of data needed to evaluate the success of the program.
16. Develops, maintains and modifies policy/procedures manual and participant handbook.
17. Monitors program goals and objectives to ensure compliance with the mission statement and continues to review goals and objectives with the team to identify and implement revisions.
18. Maintains confidentiality of all offenders and office information as required by federal rule.
19. Arranges for and cancels interpretive services as needed.
20. Responsible for Court Administration including:
  - Day-to-day operations of the Treatment Court Program.
  - Schedules and coordinates all program related meetings including staff meetings and Treatment Court status review meetings.
  - Maintains open line of communication between Probation Services, defense attorneys, treatment providers, and the judge to ensure accurate documentation.

21. Office Management:

- Establishes and maintains accurate, orderly office files.
- Tracks the progress of participants related to Treatment Court.
- Loading statistics into a computer.
- Reporting statistics on a regular basis to the judge and/or Treatment Court Committee.

**III. Educational Requirements**

1. Bachelor's Degree in Criminal Justice, Social Work, Psychology or related field.
2. Experiential requirements include three (3) years of case management experience, two (2) years working with criminal justice population, and any combination of education and experience that provides required knowledge and skills.
3. Background in or understanding of addictions counseling is preferred

**IV. Knowledge, Skills Licensure and Experience Required.**

1. General knowledge of County organizational structure and Treatment Services operations.
2. General knowledge of the causes and effects of substance abuse and effective treatments.
3. Demonstrated proficiency in oral and written communications.
4. Extensive experience and skill in developing effective working relationships with other departments and the general public.
5. Demonstrated skill in developing and maintaining positive client relations.
6. Extensive skill in operating a personal computer, various software applications, Internet, multimedia programs, and a calculator.
7. Coordinator must perform duties without extensive supervision. Work is assigned in general terms, requiring the coordinator to determine the process by which the work should be completed.
8. Adheres to standing instructions for recurring work. Most routine work is not reviewed or monitored. New assignments are reviewed for the nature and propriety of the final results of the work.
9. The purpose of the work is to perform program oversight for the Treatment Court Program.
10. Successful implementations of the work results in the generation of executive-level correspondence and a myriad of other items as determined by the Treatment Court Judge.
11. The work product or the service provided by the incumbent affects the accuracy, reliability or acceptability of further process or services from Treatment Court.
12. Successful implementation of the work can result in the continuance of funding. Errors in this area will be problematic in relation to continued funding and the ability of the Treatment Court to successfully change the way the criminal justice system deals with offenders with a substance related problem.

**V. Physical Requirements**

1. Frequent bending, lifting, twisting, stretching, squatting, sitting, standing and walking
2. Visual acuity
3. Ability to hear normal conversation
4. Ability to communicate orally in a clear manner
5. Good manual dexterity of hands and fingers
6. Able to lift/carry/push/pull at least 30 pounds

The position description should not be interpreted as all-inclusive. The intention is to identify major responsibilities and requirements of this position. There may be requests to perform job-related responsibilities and tasks other than those stated on this description.