

SNOHOMISH COUNTY JOB DESCRIPTION

DRUG COURT COORDINATOR - SUPERIOR COURT

Spec No. 2252

BASIC FUNCTION

Coordinates the day to day operations of a Drug Court program. Identifies screens and refers potential program participants, and monitors for program compliance. Works within the community to build resources and educate providers regarding drug court(s).

STATEMENT OF ESSENTIAL JOB DUTIES

1. Makes recommendations for placement and referral of participants involved in Drug Treatment Court Programs; completes chemical dependency screening for addiction.
2. Conducts counseling and facilitates self improvement sessions, monitors participants to assure program requirements are met, prepares cases and participates in court hearings.
3. Educates applicants and participants about the justice system, treatment elements and compliance requirements of the program.
4. Refers participants to the contracted treatment agencies/facilities best suited for participants needs; collaborates with treatment providers to assure community resources and service needs match desired program outcomes.
5. Prepares and gives presentations regarding program services and activities; plans, coordinates and facilitates Drug Court events such as graduation ceremonies; prepares regular program reports and audits the program regularly to address problems and client complaints; maintains client and program records.
6. Coordinates Drug Court Team at the direction of the assigned Superior Court Judge and Court Administrator or designee; maintains consistent communication with Drug Court team members; participates in the development, revision and implementation of program policies and procedures; assists Court Administration in the preparation of grant applications, identification of funding sources, and budget development; provides for accountability of any grant funds, and monitoring for contract compliance as directed.
7. Performs general clerical duties to maintain records such as inputting information into the computer, preparing reports/correspondence, drug court meeting agenda and minutes, and making collateral contacts.
8. Resolves crises situations; monitors client behavior; assesses and interviews each individual with regard to program participation.
9. Administers and/or evaluates diagnostic tests; prepares reports on clients from information gathered from various social service and legal professionals and agencies; prepares and completes required and related forms, records and documents.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Confers with various boards, officials and professionals on status of clients; monitors recreational and/or employment activities of clients.
11. Performs ongoing public relations work; trains volunteers; contacts past program participants to collect data for program evaluation; acts as liaison between clients and various components of the dependency and criminal justice system.
12. Creates and writes program literature such as program pamphlets, manuals, forms, handbooks and procedures.

STATEMENT OF OTHER JOB DUTIES

13. Performs related duties as required.

MINIMUM QUALIFICATIONS

Graduation from an accredited college or university with major course work in substance abuse, criminal justice, psychology, sociology, social work or related field; PLUS, one (1) year experience in a court environment involving case assessment, case management, client interviewing, social service delivery, OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. A Masters Degree in one of the above fields is preferred. Must pass job related tests.

SPECIAL REQUIREMENT

A valid Washington State Driver's License is required for employment.

Applicants must successfully pass a criminal background investigation, reference verification, and if requested, a polygraph examination, psychological examination and physical examination.

KNOWLEDGE AND ABILITIES

Knowledge of:

- substance abuse treatment services network in Snohomish County and Washington State
- basic interviewing, diagnostic, and counseling techniques
- individual and group behavior
- literature, developments, and trends in the social service area
- judicial and criminal justice system
- computer programs, database queries and usage

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KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- conduct substance abuse screenings for adult clients and make recommendations for treatment
- express ideas and recommendations effectively orally and in writing
- establish and maintain effective work relationship with clients, families, public and private officials and the general public
- apply abstract principles, guidelines and concepts to concrete work situations
- work with persons from a variety of socio-economic backgrounds
- effectively interview, determine courses of action, and evaluate individual progress
- use advanced Microsoft Office word processing, spreadsheet and database applications

SUPERVISION

General supervision is provided by a Supervisor within Superior Court Administration, who reviews work for adequacy of professional judgment, compliance with established goals and policies, and for quality through regular audits and appraisal of results obtained.

WORKING CONDITIONS

The work is performed primarily in an office environment. Exposure to physical hazard may occur occasionally when interviewing hostile clients with a potential for violence. The position may require travel, and occasional work outside the standard work day/week.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 2003
Revised: October 2007, June 2009
EEO Category: 2 - Professionals
Pay Grade: 239 - Classified Pay Plan
Workers Comp: 5306 Non-Hazardous