

**VERMONT JUDICIAL BRANCH**

**COUNTY DRUG COURT COORDINATOR**

<b>Court:</b> District	<b>Supervisor:</b> Court Manager
<b>Job Code:</b> 94296J	<b>Exempt/Non-exempt:</b> N
<b>Pay Grade:</b> 23	<b>Union Eligible:</b> Y

**PURPOSE:**

The Coordinator is responsible for the general administration and ongoing development of all drug court and family treatment court programs.

**ESSENTIAL JOB FUNCTIONS:**

Ensure that drug court/family treatment court teams, and service and treatment providers, adhere to program policies and protocols, as well as to 42 C.F.R. Part 2, HIPAA, and other state and local confidentiality laws.

Enter data into the Management Information System (MIS), maintain the MIS, create and disseminate data reports to judges and committee members, and participate in evaluation for evolution of the drug court/family treatment court programs.

Participate in the direct services of the drug court/family treatment court programs, including ongoing collaboration with the case manager, orientation for potential participants at the courthouse, jail and, upon request, at the public defender's office; assistance with drug testing (if necessary); attending court hearings, and participation in pre-hearing staffings.

Prepare and monitor compliance with interagency Memoranda of Understanding.

Administer program budgets; collect court participant program fees; and act as liaison to the Court Administrator's Office on financial matters.

Identify sources of funding, and participate in activities, such as grant writing, to secure such funding.

Plan and participate in training for the drug court/family treatment court program teams.

Prepare updates and reports as required by Court Administrator's Office.

Make necessary arrangements for court participants' involvement in the County Drug Court and Family Treatment Court, including obtaining interpreters for hearings, and providing accommodations for physically challenged participants, and addressing other needs as they arise.

Maintain accurate drug court and family treatment court records, and prepare/distribute court documents, including but not limited to transport orders, conditions of release, entry orders, information releases, waivers, contracts and memoranda of understanding.

Act as liaison to the public, governmental agencies, service providers, court patrons and attorneys.

Perform computer updating and/or tape recording of court proceedings and produce associated documents, notices, and orders.

Other duties as assigned by the Court Manager.

**MINIMUM QUALIFICATIONS:**

Education: Bachelor's Degree (Public Administration, Business Administration, Public Health, Health Administration, Criminal Justice, Sociology, Behavioral Science, Social Work, Psychology preferred).

Experience: One year in a judicial/legal setting with administrative duties or two years in social work, counseling, or related field with administrative duties, or one year in drug court administration.

OR

Education: Associate's Degree in Criminal Justice, Public Administration or related field.

Experience: Three years in a judicial/legal setting with administrative duties or three years of work in counseling, social work or related field with administrative duties, or three years of work in drug court administration.

Experience with Microsoft Access is strongly preferred.