

## RECRUITMENT NOTICE



### **TREATMENT COURT COORDINATOR** **Limited Service. Full-time with Benefits** **Open until filled**

The Vermont Judiciary is seeking a person to serve as the Regional Treatment Court Coordinator located in Rutland. The coordinator will be responsible for the general administration and ongoing BJA and ADAP grant. Reliable means of transportation is necessary with reimbursement at state rates. This is a full time position, with benefits. It is grant funded until September 2023. This limited service position is subject to the grantor's annual funding renewal. The Judicial Branch position is equivalent to pay grade 23. Job Code #21017.

#### **Summary of Duties:**

The position involves administrative, coordination, and technical responsibilities in the Vermont Judiciary's Division of Planning and Court Services. Responsibilities include coordination of community service providers who work towards intervening and breaking the cycle of substance use disorder and crime. Responsibilities include but are not limited to, coordination of grant activities, facilitation of meetings, encouraging best practices across services, the collection of data and documentation to measure performance and outcomes, and management of the day-to-day operations of the treatment court, which includes tracking cases and records retention.

Extensive interaction with judicial officers and judicial branch staff, representatives from other branches of government and various public and private groups will occur.

- Coordinates and implements the day-to-day activities of the treatment court docket.
- Manage and resolve conflicts between parties.
- Collect, coordinate, and review data using a management information system.
- Reports compliance with interagency MOU's.
- Measure performance outcomes.
- Work closely with program evaluators.
- Research, compile and write reports describing progress and funds.
- Plans, implements, and monitors the daily court schedule and ensures the treatment court docket is implementing best practice while serving the appropriate target population.
- Ensures maintenance of accurate court records and timely preparation of court cases including notices of hearings, transport orders, docket entries and conditions of release, interpreters, and accommodations for physically challenged participants, and addressing other needs as they arise.

- Works well with court staff to ensure that the appropriate cases are identified and transferred into the treatment court docket.
- Maintains cooperative customer service oriented relationships with program service providers including, treatment agencies, community organizations, probation department, defense counsel, prosecution, judicial officers, and other court staff, promoting program integrity.
- Assists the judge in monitoring participants' compliance, treatment court docket efficiency, and monitoring internal and external quality assurance.
- Convenes and facilitates team meetings including developing the agenda and taking minutes. Organizes and facilitates interdisciplinary training; participates in conferences, community presentations.
- Ensures that team and treatment providers adhere to program policies and protocols, as well as to 42 C.F.R. Part 2, HIPAA, and other Federal and State confidentiality laws.
- Other related duties are performed as required.

### **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 or social services 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 or social services 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.

Additional years of related judiciary experience, or experience as defined above may be substituted for a bachelor's degree on a semester for six months basis.

**Salary and Benefits:** \$23.67 per hour. There are benefits associated with this position.

- \* Twelve days of vacation and sick leave are earned per year.
- \* Eleven holidays are paid per year.
- \* Group life and medical insurance are available.
- \* Dental coverage is effective after six months.
- \* Membership in the Vermont State Employees Retirement System
- \* Long-term retirement investment plan available (457 Plans)

### **Submission of Applications**

Candidates shall submit a complete and up-to-date Judicial Branch Application and a resume to the

following email address: [jud.jobs@vermont.gov](mailto:jud.jobs@vermont.gov)

Format E-mail subject line as follows: your name 21017 (example: Smith 21017)

An electronic version of the Application can be found at: <https://www.vermontjudiciary.org/employment-opportunities/staff-openings>

*Equal Opportunity Employer*

Persons with disabilities who wish to apply and would like to request a reasonable accommodation to participate in any portion of the application or interview process should contact Human Resources directly.