
DRUG COURT COORDINATOR

Job Description

Essential Duties:

- Assure drug court adherence to the relevant Statewide Standards and Guidelines for Effectiveness and Evaluation as well as Court Rule 55
- Screen drug court referrals for eligibility
- Interview clients for collection of intake and other data collection purposes
- Collect & process client progress reports
- Log all drug screening results into ISTARs
- Notify defense counsel and defendant of clients' eligibility
- Disseminate paperwork to members of drug court team
- Attend drug court and staffing sessions
- Keep all team members informed of drug court issues
- Prepare drug court correspondence and participant paperwork
- Prepare or coordinate court paperwork (court orders, judgments, warrants and minute sheets)
- Act as liaison with all agencies involved in the drug court project
- Schedule team meetings (coordinate meeting space, prepare agendas, take and disseminate meeting minutes)
- Educate law enforcement about the drug court program
- Make effective presentations to various community groups about drug court
- Assess team member training needs and seek training resources
- Attend and/or arrange drug court training
- Seek grant money and coordinate other available funding, including county funding, requests
- Incorporate time-saving methods to make program function efficiently
- Coordinate any donations or volunteers within the program
- Prepare client graduation materials
- Prepare drug court informational materials (pamphlets, procedure manuals, etc.)
- Establish system for collection of drug tests (including providing call-in phone number)
- Keep communication open among all members of drug court
- Responsible for the organizational oversight and development of the project
- Through the District Problem-solving Court Manager, and the District Trial Court Administrator, work with the Idaho Supreme Court regarding drug court issues
- Identify available community human service resources to meet the needs of drug court participants and maintain effective working relationships with community agencies and organizations
- Maintain effective relations with local media for purposes of public information and education, under direction of District Manager and Trial Court Administrator

- Financial, Evaluation, and Data Management Duties:

- Monitor participant fee collection and balances due of fees owed

- Prepare and submit the monthly Utilization Report to the Idaho Supreme Court
- Maintain court data through data entry or oversight of data entry into ISTARs
- Purchase supplies/equipment
- Assist the drug court team set and monitor program and performance goals and objectives
- Assist in project evaluation including assistance with developing and providing program assessment survey instruments
- Provide or coordinate budget reports to various agencies including the Supreme Court and the County
- Prepare and submit grant progress reports
- Coordinate financial reporting for grants
- Prepare grant adjustment requests

Knowledge, Abilities and Skills:

- Understand the relevant Statewide Standards and Guidelines for Effectiveness and Evaluation of the problem-solving court to which you are assigned
- Knowledge of Court Rule 55 for establishing or terminating a problem-solving court
- Considerable knowledge of the general principles of probation practices, related court procedures, and effective interventions for high-risk criminal offenders
- Knowledge about the nature of addiction and of general addiction treatment approaches, including evidence-based treatment practices and principles of recovery
- Ability to understand the nature, purpose, and availability of community human service programs,
- Ability to communicate ideas clearly and concisely, both orally and in writing, with a diverse group of people
- Ability to use tact and persuasion in relating with others
- Ability to deal with upset, angry, and emotionally charged people in a calming manner
- Ability to gather information, develop and implement programs, and evaluate programs to determine if they are meeting goals and objectives of the program
- Ability to prepare and present reports and information about the program
- Skill in the operation of a personal computer with word processing, publishing programs, presentations programs such as PowerPoint, spreadsheet and database applications
- Ability to research grant funding and write grant applications
- Ability to work effectively with short deadlines
- Ability to compile participant progress information into concise, timely reports for all team members