

**Idaho Judicial Branch  
Position Description**

<b>Position Title:</b>	District Treatment Court Manager
<b>Effective Date:</b>	August 2022
<b>Salary Range/Grade:</b>	\$55,025 - \$68,781 - \$82,305/Grade 15
<b>FLSA Status:</b>	Exempt - Administrative
<b>EEO Job Category:</b>	Professional

**General Position Summary:**

A District Treatment Court Manager works closely with the administrative district judge and trial court administrator to plan for, support, and evaluate the operations of the treatment courts within the district. The District Manager assists the district's treatment court judges and teams to implement and operate within statewide standards and evidence-based practices.

The District Treatment Court Manager acts under the direction of the district trial court administrator and receives guidance, training, and support from the Idaho Supreme Court and its Administrative Office. The District Treatment Court Manager also works closely with justice partners and elected officials to ensure the sustained and effective operations of treatment courts. The District Treatment Court Manager may supervise related district court personnel at the direction of the trial court administrator.

**Major Duties and Responsibilities:** (The examples provided do not cover all the duties which the incumbent in this position may be required to perform)

**District Wide Responsibilities:**

- Serves as liaison to statewide coordinator in regard to districtwide treatment court operations;
- Works with the trial court administrator to develop and manage treatment court budgets;
- Coordinates the district's development and management of grants and provides reports and statistics as necessary;
- May provide direct coordination for treatment courts as directed by the administrative district judge and trial court administrator;
- Develops and recommends district policies and procedures;
- Ensures districtwide compliance with state standards and quality assurance programs, including the development and implementation of program improvement plans to bring courts into compliance;
- Serves as a trained peer reviewer to assure compliance with state standards of operation and consult with the statewide coordinator in the selection and training of other peer reviewers and the selection of courts to receive a peer review each year;
- Evaluates district treatment courts and services provided to participants and recommends improvements;
- Assists the trial court administrator, administrative district judge and statewide coordinator with development and implementation of new treatment courts and other services for the district;
- Acts as liaison between statewide coordinator and court coordinators in the district to ensure treatment court teams have current information;
- Prepares and processes a variety of documentation regarding services provided;
- Provides advice, training, and guidance to court coordinators within the district;
- Reviews district utilization and provides statistics to trial court administrator, administrative district judge, statewide coordinator and others;
- Serves as the district's subject matter expert on the statewide case management system for treatment courts and provides training and data quality assurance for the district on the system;

- Coordinates training for treatment court teams and provides education and outreach to communities on the district's treatment court efforts.

**Coordination Responsibilities:**

- Explains policies and procedures to participants;
- Screens applications, completes initial intake paperwork and determines eligibility;
- Monitors compliance of treatment court participants;
- Coordinates evaluation/assessment of individuals referred to the court and makes recommendations to judges;
- Conducts evaluation of participant progress;
- Provides training/education/orientation to participants;
- Maintains communication with treatment court team(s) as well as other court staff including trial court administrators and judges regarding operations;
- Develops and maintains cooperative relationships among team partners and community agencies;
- Identifies any issues or areas of concern and develops recommendation to solve problems;
- Participates on various committees to promote services and develop new services and update current services;
- Maintains updated resource information for participants;
- Maintains and prepares files, documents, and participant handbooks;
- Performs data entry and data quality assurance in the case management system.

**Minimum Qualifications:**

- Bachelor's degree in Criminal Justice, Behavioral Health or a related field required; preference may be given to candidates with an advanced degree;
- Five years of related experience; preference may be given to candidates with treatment court coordinator experience.

**Knowledge, Skills and Abilities:**

- Knowledge of consensus decision-making techniques and team management;
- Knowledge of the Idaho Court System and of treatment courts;
- Knowledge of grant management;
- Knowledge of governmental budgeting;
- Knowledge of behavioral health systems and services and principles of effective treatment for criminal justice populations;
- Knowledge of effective drug testing methods and programs;
- Knowledge of interviewing techniques;
- Knowledge of methods of program development, implementation and evaluation;
- Knowledge of adult learning methods;
- Skill in building consensus among diverse treatment court team members and/or stakeholders;
- Ability to coordinate services and collaborate with a variety of people to meet program deadlines and goals;
- Ability to prepare and present information to groups;
- Ability to communicate effectively verbally and in writing;
- Ability to maintain confidentiality;
- Ability to make sound decisions in accordance with laws, regulations, and established policies;
- Ability to negotiate, problem solve, and develop consensus among numerous stakeholders.

The Judicial Branch reserves the right to consider an equivalent combination of education, training, and/or experience in determining whether an applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities in this position.

The Idaho Judiciary is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability, or any other applicable legally

protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify human resources.