

MISSOURI SUPREME COURT  
OFFICE OF STATE COURTS ADMINISTRATOR

Class Title:            Treatment Program Coordinator            Pay Range: 30

General Definition:

This is highly responsible professional administrative work in the development and coordination of substance abuse and mental health services for the circuit courts. Work includes providing technical assistance to courts; development and coordination of training programs for court personnel; and serving as liaison with multiple state agencies to meet common objectives in providing services for those served by the court system.

Supervision Received: General supervision is received from the Family Court Coordinator through direct supervision, review of written materials at the employee development plan.

Supervision Exercised: Provide direct supervision over lower level staff.

Examples of Work: (The following tasks are descriptive of the general nature and level of work. Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Provide technical assistance to judges and other court personnel on the availability of alcohol and drug abuse treatment and education programs for consideration in sentencing decisions.

Develop training programs for judges and other court personnel on a variety of alcohol and drug abuse issues including proposed and new legislation, availability of education and treatment programs, and current topics in the field.

Provide staff support to the Drug Court Coordinating Commission.

Provide information and data on drug court participants and recidivism for the Judiciary's budget.

Provide technical assistance to courts interested in establishing drug courts, mental health courts and other diversion programs.

Research and develop applications for grant funds to support drug courts, mental health courts and other substance abuse programs for statewide and/or individual court purposes.

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Provide oversight and technical assistance for evaluation of substance abuse and mental health programs across the state.

Provide direct supervision to staff as assigned.

Perform related duties as assigned.

Knowledge, Skills, and Abilities: (This job description does not include specific physical requirements necessary to perform the job, such as carrying, standing, and lifting. Such requirements will be determined on a position by position basis.)

Thorough knowledge of basic principles, methods, and techniques in the development and administration of substance abuse and mental health education and treatment programs;

Thorough knowledge of current developments in the field of substance abuse and mental health treatment and education;

Knowledge of the operation of local and state court systems;

Ability to communicate effectively, orally and in writing;

Ability to maintain effective working relationships with judges, court personnel, coworkers, and staff from other agencies;

Ability to exercise good judgment and make independent decisions in accordance with general policy and objectives;

Ability to analyze problems and needs and make effective recommendations;

Required Minimum Education and Experience: (The following statement represents the minimum education and experience which will be used to determine qualifications of applicants. Additional experience above the minimum stated may be substituted on a year for year basis for the required education.)

Graduation from an accredited college or university with a bachelor's degree in public or business administration, public health, social work, psychology or a related social or behavioral science, and four years of responsible professional experience in the fields of mental health, public health, social or human services, public or business administration of which one year must have involved planning, administration, coordination and evaluation of substance abuse or court services programs. (A master's degree in public, business or court administration, public health, social work, psychology, or a

related social or behavioral science may be substituted for two years of the required general experience.)