Job Title: Problem-Solving Court Coordinator

Grade 16 -- NE

Location:

Major Duties:

The Problem-Solving Court Coordinator, serving under the authority of the problem-solving court judge and Chief Probation Officer, is a supervisory level position which is primarily responsible for a full range of programs and services for offenders in the community. The person in this position performs administrative, managerial and supervisory work required in planning, delivery, coordination, and evaluation of services, to include case management, and offender supervision to ensure compliance with local, state, and national standards.

This position requires initiative and independent judgment as exercised in a broad framework of existing policies.

Examples of Work Performed: (A person in this position may not be assigned all the duties listed nor do the listed examples include all the duties that may be assigned.)

- Supervises and evaluates the work performed by problem-solving court personnel; assists in the applicant interviewing and selection process for employment.

- Interprets, develops, reviews and updates agency policies and procedures; communicates and trains personnel on new or revised policies and procedures.

- Responsible for the distribution of cases, coordinating court appearances, and management information in order to monitor workload.

- Serves as an active member of the problem-solving court team and works closely with the problem-solving court judge to ensure policies are followed, participants’ needs are addressed, and program standards are met.

- Negotiates and monitors contracts with community service providers.

- Maintains appropriate documentation which supports compliance with federal, state, and local laws; collects and monitors data outcomes; prepares reports, as necessary, and oversees program evaluation.

- Participates in problem-solving court participant program orientation; coordinates participant program activities, and provides skills training and development to problem-solving court team members and participants.

- Responsible for networking with community agencies and developing relationships with stakeholders throughout the community through speaking engagements, participation on various committees and boards, and utilizing media resources.
Problem-Solving Court Coordinator (cont.):

Complies with problem-solving court, district and state Probation policies.

Completes additional tasks or duties as assigned.

Serves on committees, boards, and commissions, as requested.

Desirable Knowledge, Skills and Abilities:

Ability to establish, promote, and maintain positive working relationships with the court system, other criminal justice agencies, local or regional stakeholders, and treatment providers.

Working knowledge of the Standardized Model, cognitive skill building, relapse prevention, motivational interviewing, and social learning theory, and other appropriate specialized skills.

Considerable knowledge of the justice system including federal, state, and local standards relating to alternatives to incarceration.

Considerable knowledge of the functions and services of community organizations, related human services, mental health and substance abuse resources.

Knowledge of sociological, behavioral, and cultural factors influencing behavior and attitudes of offenders in the criminal justice system.

Ability to establish and maintain effective working relationships with offenders, co-workers and the general public, using evidence-based practice skills.

Working knowledge of laws, rules and regulations, and general principles applicable to drug courts.

Working knowledge of supervisory principles and practices.

Ability to interpret and explain laws, rules, and procedures.

Considerable knowledge of present programs and resources designed to reduce the impact of criminal behavior.

Ability to act promptly and effectively in a wide range of crisis situations.

Ability to coordinate multiple services and functions among various staff and programs.

Ability to work independently and assign priorities to pending projects.
Problem-Solving Court Coordinator (cont.):

Ability to use a personal computer including basic word processing and a variety of computer software applications.

Ability to collect and analyze data, evaluate program performance, and develop viable alternatives to remedy deficiencies.

Ability to effectively supervise employees and offenders according to policies, procedures and standards.

Ability to communicate effectively both orally and in writing.

Desirable Education and Experience:

Graduation from a four year accredited college or university with major course work in criminal justice, psychology, sociology, social work, or related field plus experience in the mental health, substance abuse or correctional field, including some supervisory experience or any equivalent combination of training and experience which provides the desirable knowledge, abilities, and skills. Licensed in substance abuse counseling (LADC) and extensive experience in the substance abuse treatment field may be substituted for the education requirement.

Advanced degree and considerable experience preferred.

Working Conditions:

Some travel may be required.
Sitting behind a computer for extended periods of time.
Lifting a maximum of 20 pounds.