Maine Judicial Branch
Job Description

FAMILY DRUG COURT COORDINATOR
(limited period, grant-funded)

<table>
<thead>
<tr>
<th>Grade Level:</th>
<th>Grade 15, Professional Services</th>
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</thead>
<tbody>
<tr>
<td>Office:</td>
<td>AOC, Augusta</td>
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<tr>
<td>Selecting Authority:</td>
<td>Family Division Director</td>
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<tr>
<td>Supervisor:</td>
<td>Family Division Director</td>
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<tr>
<td>Effective Date:</td>
<td>11/8/04</td>
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GENERAL SUMMARY

This position is responsible for the organization and management of a Family Treatment Drug Court. The position is based in Augusta but considerable travel is required. The position is supported with federal funds.

ESSENTIAL JOB FUNCTIONS *

- Develops protocols, procedures and forms for the Family Treatment Drug Court.
- Ensures statewide consistency with Family Treatment Drug Court protocols, forms, procedures, treatment quality, data collection and information sharing.
- Monitors the operation of the Family Treatment Drug Court and recommends improvements as needed.
- Serves as staff to the Family Treatment Drug Court Steering Committee.
- Manages grants received on behalf of the Family Treatment Drug Court, including the preparation of budgets and reports required by the grants. Ensures compliance with grant requirements.
- Prepares contracts and/or cooperative agreements for Family Treatment Drug Court services and oversees compliance with such contracts and agreements.
- Maintains data on the Family Treatment Drug Court and prepares reports about drug court operations.
- Serves as liaison to and works collaboratively with governmental and social service agencies.
- Plans and coordinates interdisciplinary training for the Family Treatment Drug Court.
- Participates in Judicial Branch meetings and provides staff support to committees as requested.
- Communicates with attorneys, governmental and social service agencies, and the public on matters concerning the Family Treatment Drug Court.
- Undertakes other child protection duties as assigned by the Family Division Director.

* External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodation, to be determined based on individual assessment.
Family Drug Court Coordinator
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OTHER DUTIES AND RESPONSIBILITIES
Performs other duties as required.

The above list is intended to describe the general nature and level of work being performed by employees in this classification. A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.

SKILLS, EXPERIENCE, TRAINING, EDUCATION
Bachelor's Degree in public health, social welfare or related field. Master's Degree preferred.
Knowledge of substance abuse issues, protocols, procedures and treatment.
Knowledge of the child welfare system, including child protective court proceedings.
Strong administrative and organizational skills and experience, including project, grant and budget management.
Ability to clearly express ideas and present information, orally and in writing.
Ability to interact effectively with the public, judges, attorneys and government officials in a variety of situations and circumstances.
Ability to work collaboratively with others.
Ability to work independently with minimal supervision.
Strong computer skills.
Knowledge of and experience with drug treatment programs or drug treatment courts preferred.
Knowledge of and experience with the court system preferred.

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