Job Title: DUI Court Coordinator

Department: Court Administration

Division: Treatment Services

Summary of Duties:

This position is responsible for day-to-day operations of the DUI Court Program and reports directly to the Treatment Services Director. This position serves as the liaison for the DUI Court Team including taking a lead role at staff meetings, disseminating program information from all treatment providers, probation officers, prosecutors, defense attorneys, law enforcement officers, and the judge. This position oversees the tracking of participant progress, data collection, data dissemination, and maintenance of all spreadsheets accurately and timely, maintains confidentiality according to federal laws and regulations, and possesses an acute attention to detail and ability to work in fast-paced environment with high expectations.

Primary Duties:

- Conducts program orientation with all participants
- Prepares biweekly court roster for staffing
- Prepares updates, and maintains offender files in an orderly manner
- Takes lead in biweekly status review meetings and court reviews; provides biweekly progress summaries to include phase moves, treatment notes, home visits, and sanctions
- Prepares agendas for policy meetings
- Prints sanction histories in preparation of revocation hearings; attends all revocation hearings and updates results in ADE
- Coordinates participant transfers with other counties and among Treatment Services programs
- Ensures adequate communication among various agencies involved with DUI Court; visits and gathers information from agencies that provide services to participants and shares information with the team
- Develops and maintains community resources needed to implement and enhance goals and objectives; increases community awareness of the program and develops community partnerships
- Attends Friends of Recovery (FOR) meetings and tracks clients’ payments of FOR loans
• Attends weekly coordinators meeting
• Schedules graduations and graduation speakers; creates graduation program
• Oversees graduation process regarding client eligibility, scheduling and attending exit interviews, etc.
• Provides direct oversight for the on-call process
• Provides necessary information to treatment providers and coordinating agencies regarding assessment results and referrals
• Obtains necessary information from treatment providers and coordinating agencies for the maintenance of accurate, up-to-date records
• Complies with grant reporting requirements and timely submission of reports
• Collects and performs analysis of data needed to evaluate the success of the program
• Develops, maintains, and modifies policy/procedures manual and participant handbook. Monitors program goals and objectives to ensure compliance with the mission statement and continues to review goals and objectives with the team to identify and implement revisions
• Maintains confidentiality of all offenders and office information as required by federal rule
• Arranges for and cancels interpretive services as needed
• Directly supervises DUI Court Case Manager
• Other duties as assigned

**Court Administration:** Responsible for day-to-day operations of the DUI Court Program. Schedules and coordinates all program related meetings to include staff meetings and DUI Court status review meetings. Maintains open line of communication between Probation Services, Solicitor-General, defense attorneys, treatment providers, and the judge to ensure accurate documentation.

**Office Management:** Establishes and maintains accurate, orderly office files. Tracks the progress of participants related to DUI Court to include:

• Loading statistics into a computer
• Reporting statistics on a regular basis to the judge and/or Director
**Fiscal Administration:** Responsible for providing oversight of the Case Manager’s weekly and monthly billing tasks, as well as weekly drug screening fees and deposits.

**Case Flow Management:** Creates and maintains accurate files on all participants referred to the DUI Court. Tracks all involved participants from beginning involvement to completion or termination accurately. Provides updated information regarding non-compliant offenders to the DUI Court team. Supplies updated reports to the Director to facilitate fulfillment of grant objectives. Maintains high level of confidentiality in the office as per federal regulations.

**Strategic Planning/Information Management:** Assists in developing the capacity to deliver information to decision-makers at critical events. Informs court system employees of events that are outside performance measures established by court and triggering the appropriate means of intervention. Creates and updates program operations manual and participant handbooks.

**Knowledge, Skills and Abilities:** General knowledge of County organizational structure and Treatment Services operations. Demonstrated proficiency in oral and written communications. Extensive experience and skill in developing effective working relationships with other departments and the general public. Demonstrated skill in developing and maintaining positive customer relations. Extensive skill in operating a personal computer, various software applications, Internet, multimedia programs, and a calculator.

**Supervisory Controls:** Incumbent must perform duties without extensive supervision. Work is assigned in general terms, requiring the incumbent to determine the process by which the work should be completed. Adheres to standing instructions for recurring work. Most routine work is not reviewed or monitored. New assignments are reviewed for the nature and propriety of the final results of the work. All work that affects office policy must be reviewed. All executive level memorandum/communications will need to be reviewed and signed by the Director prior to issuance.

**Complexity:** The work ranges from low to medium level tasks to providing complex, extensive and professional work for DUI Court. A high degree of time management skills will be necessary in this job.

**Scope and Effect:** The purpose of the work is to perform program oversight for the DUI Court Program. Successful implementation of the work results in the generation of executive-level correspondence and a myriad of other items as determined by the Director. The work product or service provided by the incumbent affects the accuracy, reliability, or acceptability of further process or services from DUI Court. Successful implementation of the work can result in the continuance of funding. Errors in this area will be problematic in relation to continued funding and the ability of the DUI Court to successfully change the way that the criminal justice system deals with offenders with a substance related problem.
**Personal Contacts:** Contacts are typically with coworkers, staffs of State Court judges, defense attorney, Solicitor-General, treatment providers, County agencies, and the general public.

**Purpose of Contacts:** Contacts to obtain, clarify, or give facts of information; to provide services; to fulfill community outreach, education, and sustainability efforts.

**Physical Demands:** Although the physical demands are not stringent, incumbent must be capable of receiving and delivering supplies to the office.

**Work Environment:** Work is primarily performed in an office setting, though there will be time spent in court and in the community.

**Supervisory Responsibility:** Responsible as direct supervisor for the DUI Court Case Manager.

**Performance:** It is hoped that this job description will be utilized as a tool to understand the minimum performance requirements in this job and that the employee will go beyond what is outlined here in the performance of his/her duties.

**Minimum Qualifications:** Bachelor’s degree in Criminal Justice, Public Relations, Social Work, Marketing, Business Administration, Psychology, or related field. Experiential requirements include three years of case management experience, two years working with the criminal justice population, and any combination of education and experience that provides the required knowledge and skills. A background in or understanding of addictions counseling is preferred. Incumbent must be able to work in a fast-paced environment of the courts under limited supervision. Must be familiar with HIPAA and Federal Confidentiality Rule 42CFR regulations. Must be proficient using Microsoft Suite.