

Nueces County Job Description

Job Title: Family Drug Treatment Court Coordinator
Job Code: 2304
Salary Level: Pay Group 23
Class: Non-Clerical
FLSA Status: Non-Exempt
W.C. Code: 8810
NAICS Code: 922130
Prepared By: Sara Longoria
Prepared Date: Created 12/10/2019

Approved by:

Date:

SUMMARY: Nueces County Family Drug Treatment Court (NCFDTC) is a Drug Court program in County Court at Law 5 for the purpose of providing intensive services and support to families involved with Child Protective Services (CPS) due to substance abuse issues. Clients must meet standard criteria to be accepted into the NCFDTC program and continue to be monitored by CPS throughout the life of the case. The program has a handbook with procedural information for the clients. The NCFDTC Coordinator position will serve as a liaison for CPS, the judge, and other integral parties such as attorneys or service providers. The Coordinator position is an employee of the NCFDTC Advisory Committee and will comply with all policies and procedures set forth by the NCFDTC Advisory Committee.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Proficiency with Microsoft Office programs, capable of compiling word documents, excel spreadsheets, and any other pertinent documentation.

Have working knowledge of the Child Protective Service system and experience working with drug-endangered adults and children.

Display the ability to work independently and be self-driven to meet deadlines and other responsibilities.

Possess general knowledge of community resources and partnering agencies and display excellent communication skills working with other individuals/agencies both in writing and orally.

Ability to multitask and prioritize daily responsibilities, while also maintaining confidentiality of client records.

Will become knowledgeable of and have a basic understanding of the 10 Key Components of drug courts as established by the U.S. Department of Justice, Bureau of Justice Assistance.

Prepare the court docket for NCFDTC cases and prepare court reports for NCFDTC docket.

Maintain client files and obtaining all necessary information on an ongoing basis.

Maintain statistical data for grant reporting, etc., and ensure compliance with all grant requirements.

Facilitate Core Team; provide client update for CORE Team staffing and provide any necessary information to the Judge for the non-adversarial hearings that constitute NCFDTC.

Report monthly to NCFDTC Advisory Committee information regarding statistics, general updates (non-confidential information), and/or needed changes.

Chair the CORE Team meetings and coordinate any necessary communication between CORE team members.

Conduct and ensure necessary drug/alcohol assessments are completed timely and required treatment is coordinated timely.

Ensure necessary psychosocial assessments are completed timely.

Provide clients with the Participant Handbook, answer questions pertaining to the program and ensure all necessary forms and releases are completed.

During NCFDTC hearings, the Coordinator will document the judge's directives to each participant, noting any sanctions/rewards/orders and noting any changes in phases.

Meet with clients to review orders, service plans, treatment plans, and assist the client in understanding the directives. Provide case management.

Complete and submit referrals to necessary services or agencies and ensure coordination of services for each participant; monitor compliance and progress.

Attend necessary or pertinent trainings/orientations as needed or required and coordinate any trainings for the community regarding NCFDTC.

Coordinate all drug testing for participants and submit drug test results to necessary parties.

Maintain supplies and inventory for NCFDTC.

Coordinate graduation celebration for participants.

Transport NCFDTC participants to/from appointments as necessary.

Provide ongoing assessment of participants' level of commitment and compliance with NCFDTC.

Provide advocacy for participants as needed.

Other duties may be assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Any employee who drives a vehicle on official business must have a driving record which meets standards set by the County and the County's insurance carrier.

EDUCATION and/or EXPERIENCE: Bachelor's degree (B. A.) from four-year college or university in social work, psychology, public administration or a related human services field and at least one year of experience in an organization that is involved with delivery of human services and/or the criminal justice system. Licensed credentials and/or a Licensed Chemical Dependency Counselor (LCDC) preferred.

Must be able to pass criminal and DFPS background checks.

Must have reliable transportation and maintain liability auto insurance with a driving record reflective of responsible driving habits.

Any equivalent combination of experience and training which provides the required knowledge, skills and abilities, may be considered for current Nueces County employees only.

LANGUAGE SKILLS: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS: Texas Operator's Drivers License

OTHER SKILLS AND ABILITIES: Working knowledge of the Criminal Justice System and human services delivery systems.

Ability to demonstrate the knowledge, skills and attitude necessary to work with a population who are involved with CPS due to substance abuse history.

Familiarity with community resources.

Ability to communicate effectively both orally and in writing.

Ability to speak fluent Spanish as well as English is preferred.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; and use hands to finger, handle, or feel objects, tools, or controls. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.