

Camden County Treatment Court Coordinator

Job Title: Treatment Court Coordinator

Department: Camden County Treatment Court Division

Work Location: Camdenton, Missouri

Starting Salary Range: \$36,000.00 - \$40,000 Annually

Job Type: Full-time; Monday – Friday 8:00 a.m. to 4:30 p.m.

Closing Date: December 1, 2021

Vacancy Details:

There is only one vacancy for this announcement. Applicants selected for an in-person interview will be notified as quickly as possible.

Job Description Summary:

The Treatment Court Coordinator is responsible for the day-to-day planning, development, management, monitoring, and coordination of the Camden County Circuit Court's treatment court program(s). Successful execution of the essential job functions requires a thorough knowledge of, and experience with, project management, budget preparation, grant writing, ancillary service development, problem-solving court principles, and/or addiction and mental health issues. The coordinator serves as a liaison with local and state court offices, treatment providers, social service agencies, community stakeholders, etc. Information obtained in the course of the performance of these duties may be confidential or private in nature.

Essential Job Functions:

- Plan, implement, and monitor the day-to-day activities of the problem-solving court program(s) to ensure compliance with key treatment court components and efficient, quality service delivery to the target population.
- Compose policies, procedures, goals, objectives, mission statements, etc. for use in informational brochures, presentations, and grants.
- Conduct grant research, writing, management, and periodic performance reporting.
- Plan and prepare budgetary estimates and justifications.
- Coordinate and approve treatment court expenditures.
- Cultivate and maintain cooperative relationships with program and community stakeholders.
- Coordinate and facilitate interdisciplinary training for treatment court team members.
- Organize and conduct community presentations.
- Collect and analyze data utilized for statistical and narrative reporting.
- Promote team integrity and monitor quality assurance.
- Organize and disseminate treatment court calendars and pre-court staffing information.
- Organize, attend, and participate in pre-court staffing, court hearings, conferences, meetings, and committees.
- Act as a liaison between judicial officers, court personnel, treatment providers, attorneys, members of the drug court team, funding agencies, and community organizations.
- Prepare Legal Documents and Forms.
- Schedules and coordinates court proceedings.
- Accurately scan and maintain court records in the court's case management system (JIS).
- Responds to various types of court/case related inquiries; provides information regarding court policies and procedures.
- Performs other duties as required or assigned.
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Education and Experience:

- Bachelor's Degree from an accredited college or university in human services, business administration, public administration, criminal justice; OR

Any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

How to Apply:

- Please send, cover letter, resume, and three references to the following:

Danielle Malone – Treatment Court Coordinator
1 Court Circle NW, Suite 9
Camdenton, MO 65020
Email: Danielle.Malone@courts.mo.gov