

TREATMENT COURT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: Work involves responsibility for providing various types of support with regard to Putnam County Treatment Court programs. Responsibilities include making recommendations about treatment needs and implementation, providing administrative support, establishing and maintaining relationships with community partners and service providers, assisting with ongoing development of treatment court programs. The Treatment Court Coordinator may act as courtroom representative for problem solving, and act as liaison with outside professionals, court staff and others. Considerable contact and interaction with court personnel, treatment court judges, defendants, legal and social services professionals is involved, and familiarity with the courts, probation services, and treatment practices is necessary. Work is performed under general supervision of the Putnam County Probation Director, with leeway allowed for exercise of independent judgment and initiative within the parameters of established policies and procedures. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Participates in planning, coordinating and implementing the services of treatment court programs, including ongoing collaboration with case managers and other court staff, attending court hearings, providing orientations to program participants, etc.;

Participates in treatment court team meetings;

Assists in identification and screening process for defendants involved with alcohol or drug abuse to ascertain eligibility for Treatment Court Programs;

Conducts alcohol and substance abuse assessments of prospective Treatment Court participants;

Meets with judges, district attorneys, defense attorneys and/or treatment providers to present the treatment conditions for individuals;

Develops and maintains links with community agencies, mental health programs and counseling services;

Maintains accurate program participant and statistical records, and prepares reports on program activities;

Provides ongoing information to courtroom staff on treatment and programmatic issues;

Monitors client program participation through review of attendance data and monthly progress reports, and records necessary updates as clients progress through the program;

Notifies treatment court team of any client infractions or violations to program policies;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May represent Probation Department at interagency meetings and conferences;

Performs related duties as required.

TREATMENT COURT COORDINATOR (cont'd)

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Working knowledge of the court system and criminal procedures; working knowledge of social work principles, practices and techniques; working knowledge of addiction and other chemical abuse and/or dependence related problems, their assessment and treatment resources; ability to learn about specific treatment agencies and programs; ability to evaluate data and to prepare reports; ability to deal effectively with people under emotional strain; ability to express ideas clearly and effectively both orally and in writing to groups and individuals; ability to establish and maintain effective working relationships; ability to deal effectively and objectively with clients of diverse socio-economic backgrounds and cultures; ability to use computer applications such as spreadsheets, word processing, email, calendar and database software; good listening skills; social perceptiveness; resourcefulness; integrity; tact; confidentiality; good judgment.

MINIMUM QUALIFICATIONS:

Associates Degree or higher, preferably in a human services or social sciences field such as Public Administration, Public Health, Health Administration, Criminal Justice, Sociology, Behavioral Science, Social Work, Psychology, Nursing, or a related field, and one (1) year of experience in a community service, mental health, medical, substance abuse treatment setting, criminal justice setting, judicial/legal setting, or a social work/counseling setting with administrative duties involved with provision of services to clients.

SPECIAL REQUIREMENT:

Current valid status as Credentialed Alcoholism and Substance Abuse Counselor (CASAC), issued by the New York State Office of Alcoholism & Substance Abuse Services, at the time of appointment.