Champaign County Job Description

Job Title: Problem-Solving Court Coordinator
Department: Circuit Court
Reports To: Court Administrator & Problem-Solving Court Judge
FLSA Status: Exempt
Employment Status: Non-Bargaining
Pay Grade: I
Prepared Date: August 2014

Summary

The Problem-Solving Court Coordinator is primarily responsible for planning, organizing, coordinating, and monitoring the non-judicial activities of the Problem-Solving Court program. In addition to being the community liaison of the Problem-Solving Court, the Problem-Solving Court Coordinator completes process and outcome evaluation of the Program. The Coordinator also serves as a liaison between each of the members of the Problem-Solving Court Team and the Problem-Solving Court Steering Committee.

Essential Duties and Responsibilities

Includes the following. Other duties may be assigned.

- Plans, organizes, coordinates, and monitors the activities of the Problem-Solving Court program.
- Serves as a link between each of the members of the Problem-Solving Court Team as well as the Problem-Solving Court Steering Committee.
- Schedules and meets with participants to discuss program details.
- Attends pre-hearing staffing and hearings in order to evaluate and direct Problem-Solving Court operations, case management, and Problem-Solving Court team cohesiveness and understanding of Problem-Solving Court concepts.
- Prepares and updates policy and procedure manuals and documents used by the Problem-Solving Court Team.
- Analyzes operational procedures, implementing changes in policies and procedures, as necessary.
- Ensures that Problem-Solving Court team members, and service and treatment providers, adhere to program policies and protocols, as well as to 42 C.F.R. Part 2, HIPPA, and other state and local confidentiality laws.

- Attends case staffing and court hearing to report participant compliance/noncompliance and recommending incentives and sanctions.
- Assist with drug testing (if necessary) and completion of home visits.
- Manages the Problem-Solving Court Team's development and maintenance of a Problem-Solving Court alumni program.
- Participates on related boards, community coalitions, committees, and/or task forces.
- Identifies sources of funding, and participates in activities, such as grant writing, to secure such funding.
- Collaborate with government and community agencies in order to meet programmatic goals, funding requirements, and provide effective programming and ancillary services.
- Develops and maintains working relationships with community-based organizations, such as health care, housing, education/vocational training, and employees for Problem-Solving Court participants.
- Enters data into the Management Information System (MIS), maintains the MIS, creates and disseminates data reports to the Judge and Steering Committee members, and participates in evaluation for the development and growth of the Problem-Solving Court.
- Organizes and coordinates training for adult Problem-Solving Court team members.
- Attends Problem-Solving Court trainings and other court-related in-services, as recommended by the Circuit Court.
- Participates in handling requests for information and media inquiries.
- Maintains awareness of current local, state, and national issues related to Problem-Solving Courts.
- Maintains regular communication with supervisor regarding Problem-Solving Court issues.
- Aids in upkeep of the Champaign County Problem-Solving Court website.
- Understands and complies with all Champaign County policies, procedures, and relevant state, federal, and local provisions of substance abuse and employment law.
    - Abides by ethical standards of practice and professional responsibility relevant to the position.

Supervisory Responsibilities

This job does not exercise any supervisory responsibilities.

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.

Education and Experience

- Minimum of either a Bachelor's Degree from an accredited institution of higher learning with a major emphasis of study in Public Administration, Business Administration, Public Health, Health Administration, Criminal Justice, Sociology, Behavioral Science, Social Work, Psychology, or other related fields with three (3) to five (5) years of related experience and/or training and demonstrate increasing responsibilities and leadership -or- a minimum of five (5) years of work experience in any of the fields listed above.
- (Preferred) Experience with Microsoft Access.

Language Skills

- Ability to read, analyze, and interpret general periodicals, professional journals, or government regulations.
- Ability to write reports and business correspondence.
- Ability to effectively present information and respond to questions from groups of managers, clients, and the general public.
- Communicates clearly and concisely, both orally and in writing.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to provide administrative and professional leadership and direction for the Problem-Solving Court Team.
- Identify and respond to other agency administrator's issues, concerns, needs.
- Interpret and apply Federal, State, and County policies, procedures, laws, and regulations.

Certificates, Licenses, Registrations

- Must possess a valid driver's license.

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.

While performing the duties of this job, the employee is frequently required to:

- Talk.
- Hear.

While performing the duties of this job, the employee is occasionally required to:

- Sit.
- Stand.
- Walk.
- Use hands and fingers to handle or feel.
- Reach with arms and hands.

Specific vision abilities required by this job include:

- Close vision.
- Distance vision.
- Peripheral vision.
- Depth Perception.
- Ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

- The noise level in the work environment is usually quiet.

Notice

This document contains wording of a description of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered essential functions to a particular job or position with this job class. "Essential functions" are to be determined at the position of job level within each department.