

## **DRUG COURT THERAPIST COORDINATOR**

### **MAJOR FUNCTION**

This is a professional position that attends and coordinates Drug Court group meetings with clients. Recommends sentencing for Drug Court clients to the Drug Court Judge. Works on special projects and special abuse assessments. Establishes and maintains official drug court documents, which are sensitive, confidential, and of a legal nature.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Arranges and attends drug court group meetings, seminars, and conferences as directed. Takes notes and furnishes information to the Drug Court Manager.
- Coordinates and uses independent judgment when Drug Court Manager is not available. Makes decisions based on Drug Court policies. Participates in development of policy and procedures.
- Recommends sentencing for Drug Court clients to the Drug Court Judge on a weekly basis. Based on independent judgment and assessment of clients. Addresses concerns of clients which have unique and unusual circumstances.
- Prepares reports and analyzes results requested by Drug Court Manager and Drug Court Judge where information must be obtained by a variety of sources.
- Responsible for establishing and maintaining official drug court documents and records in appropriate files, and oversees filing systems.
- Works on special projects and special abuse assessments. Position maintains official documents of a sensitive, confidential, and legal nature.
- Maintains a pleasant cooperative attitude with co-workers. Maintains a professional appearance, grooming, and dress consistent with the court's image.
- Makes procedural and operational recommendations. Makes public relations presentations of the program.
- Conducts or participates in developing short and long range fiscal plans. Plans all activities for drug court. Coordinates activities with drug court staff.

## **DRUG COURT THERAPIST COORDINATOR**

### **SECONDARY FUNCTIONS**

- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.

### **SUPERVISION**

Responsible for directly and regularly supervising work of a relatively small number of employees. Includes assigning, directing, evaluating and reviewing the work of subordinate employees. Responsibilities include providing on the job training, planning, scheduling, and coordinating work operations.

### **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATES**

#### **Education and Experience**

Bachelor's degree in Psychology and five (5) years progressively knowledgeable and responsible work, three of which shall involve the administrative aspects of the work (e.g., budgetary, regulatory, etc.); greater experience in the field may substitute for a portion of the required education; or an equivalent combination of education and experience.

#### **Licenses**

Possession of a valid Florida Drivers license.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills.**

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies,

## DRUG COURT THERAPIST COORDINATOR

or members of the business community.

- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.

### **Mathematical Skills**

- Ability to calculate figures and amounts to such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

### **Problem Solving Abilities**

- 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.
- Ability to interpret complex and detailed technical data.
- Ability to develop policies, programs, plans, or procedures.
- Study manual work process to determine most effective methods for essential tasks.

### **Specialized Skills and Abilities**

- Knowledge of research techniques, methods and practices. Ability to conduct research, analyze and interpret findings, and prepare clear and concise reports.
- Ability to work independently and to carry out assignments to completion with minimum instructions, able to adhere to prescribe routines and practices.
- Ability to maintain records and make reports requiring accuracy.
- Ability to communicate courteously, tactfully, and effectively with government officials, employees, and members of the public. Ability to speak effectively and clearly in public.
- Ability to plan, and organize work. Strong organizational skills, ability to prioritize tasks, analyze data, and meet multiple deadlines.

## **DRUG COURT THERAPIST COORDINATOR**

- Ability to work independently on time sensitive complex issues. Ability to supervise employees in a manner conducive to full performance and high morale.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **Machines and Equipment**

This employee will be required to operate a computer, utility billing software, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of tasks.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee is regularly required to sit, talk or hear and is occasionally required to stand, walk, use hand to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, taste or smell, and to lift up to 25 pounds. Vision requirements are close, distance, color, peripheral, depth, and 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. While performing the duties of this job, the employee will occasionally be required to be exposed to outdoor weather conditions. The typical noise level for this environment is moderate.

Established: 11/05	Category: 1
Pay Grade: 18	Status: E
Job Description Number: 2101	Revised: