

MINNESOTA SUPREME COURT

Drug Court Coordinator

DEPARTMENT/LOCATION

Koochiching/Lake of the Woods County
Ninth Judicial District
International Falls and Baudette, Minnesota

HOURS OF WORK

Full-time
40 hours per week
Exempt Position

DESCRIPTION: Position is responsible for coordinating and supervising the activities of the Koochiching/Lake of the Woods Substance Abuse Courts located in International Falls and Baudette, Minnesota.

RESPONSIBILITIES:

- Plans, implements, administers and monitors the day to day activities of the all Substance Abuse Courts, including but not limited to: Koochiching County DUI/Substance Abuse Court, Koochiching County Family Dependency Treatment Court and Lake of the Woods DWI Court.
- Serves on Substance Abuse Court teams.
- Directs and maintains an accounting and auditing system with respect to grant funds.
- Writes grant proposals; plans and prepares budgetary estimates and justifications.
- Coordinates and approves expenditures for the Substance Abuse Courts.
- Organizes and coordinates training for Substance Abuse Court team members.
- Maintains cooperative relationships with treatment agencies, community organizations/businesses, the probation departments, prosecutor's office, public defender's office, law enforcement, and the Department of Human Services.
- Attends and participates in conferences, meetings and committees as the Substance Abuse Court representative.
- Attends case staffings and court hearings.
- Consults with the Substance Abuse Court Judge on a wide range of organizational and managerial issues including but not limited to Substance Abuse Court efficiency, internal and external quality assurance.
- Monitors Substance Abuse Court case management services.
- Facilitates community presentations, assists in docket development, coordinates community service, promotes team integrity, develops community resources, monitors quality assurance, develops agendas, collects data and works closely with the program evaluator.
- Ensure implementation and compliance with local and statewide management information systems for reporting performance measures and standard data elements.
- Ensure accuracy and timeliness of all data collected to develop statistical and narrative reports.
- Completes required applications/reports to comply with grant requirements.
- Facilitates planning process to create and memorialize eligibility standards, operating policies and procedures.
- Develop necessary forms including memoranda of understanding and contracts of services.
- Create interagency links to address client's ancillary needs in areas of culture, age, gender, medical and mental health provisions.
- Prepares reports to court, state and county agencies.
- Act as liaison to manage and coordinate the Substance Abuse Courts with participating agencies and program participants.
- Communicate effectively – orally and in writing. Exercise a high degree of judgment, tact, diplomacy and competence in dealing with judges, attorneys, court personnel, treatment providers, law enforcement, community resources, and the public.

- Act as representative on various committees associated with drug/DWI courts, chemical dependency and treatment issues.
- Act as lab director for on-site urinalysis testing overseeing and conducting all sample testing, reporting of results and provide information on procedure and drug interactions.
- Other tasks and duties as assigned.

QUALIFICATIONS:

- Minimum of a Bachelor's Degree (B.S./B.A.) from an accredited college or university with major course work preferably in Criminal Justice, Sociology, Psychology, Social Work or related field. Or, an Associate's Degree (A.A.) with one year of experience in court system, criminal justice and/or chemical dependency assessment/treatment. Experience in court system, criminal justice and/or chemical dependency assessment and treatment desired.
- Successful candidate will be required to pass a criminal background check prior to appointment.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of court procedures, legal documents, laws and legal factors pertaining to courts
- Project Management and strong communication skills; both oral and written.
- Considerable knowledge of the habits and actions of people with alcohol and other drug problems.
- Knowledge of programs & resources available for substance abuse and related issues.
- Excellent ability to establish and maintain effective working relationships with judges, court employees, supervisor and peers, and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish rapport with people with alcohol and other drug problems.

SALARY RANGE: \$19.34 - \$29.96 per hour with State of MN benefits package. For benefit information visit www.doer.state.mn.us

APPLICATION DEADLINE: Thursday, November 29, 2007

TO APPLY: Submit a completed application form, cover letter and resume to the address below. To request an employment application form, please call 218-759-4361 or download from www.mncourts.gov .

**Jill Hendrickson
Human Resources Coordinator
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EOE**