

RICHLAND COUNTY POSITION DESCRIPTION

Position Title: Treatment Court Coordinator

Department: Richland County Treatment
Alternatives and Diversion Program

Reports To: Behavioral Health Services Manager &

Richland County Circuit Court Judge **Pay Grade:** 19 & I

Date: September 1, 2019

Hours Per Week: 40

PURPOSE OF POSITION

Responsible for the oversight of the Alcohol Treatment Court Program and the coordination of the activities necessary to achieve its overall function in the community. This work involves extensive planning, organizing, coordinating and monitoring activities of treatment court in accordance with policies and procedures and judicial standards. This position will be responsible for the necessary community linkage and will work closely with the court system to coordinate referrals and monitor the intake process.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.

- Provides intake evaluation to screen program eligibility and appropriateness.
- Develops and implements a case management system to ensure compliance with program guidelines, the collection of random urine analysis screens and Portable Breath Tests for participants and any other persons ordered by the court to do so, treatment compliance and progress toward participants' goals.
- Completes intake process, which includes participant contract, establishment of goal plan, confidentiality /releases of information and coordination of treatment resources.
- Refers participants to contracted treatment agencies best suited for their needs.
- Collaborates with treatment providers to ensure community resources and service needs match desired program outcomes.
- Develops linkages with law enforcement, district attorneys office, public defenders office, services providers, and department of corrections to improve supervision and agency coordination.
- Develops and maintains a confidential filing system to facilitate the data collection necessary to monitor participant compliance, identify trends, and provide a basis for ongoing evaluation of both the individual client and the program as a whole.
- Develops linkages with community agencies to address participant's ancillary needs in the areas of medical, dental, educational, skills training and employment training and placement.
- Documents contacts and services, prepares reports and other written materials, and complies with all record-keeping requirements.
- Provides crises and short term intervention for participants.

- Provides support for participants families or significant others in individual, conjoint and group formats.
- Makes oral and written presentations to the county, CAPS and the community.
- Organizes and coordinates training for the Treatment Court Team.
- Facilitates Treatment Court committee meetings, develop the agenda, and collect all relevant information.
- Supervises the day-to-day operation of the Treatment Court program
- Researches the best evidence based approach in the implementation of treatment services of Treatment Court participants.
- Participates in researching and evaluating alternatives and joins in making recommendations for needed equipment and software.
- Attends all relevant meetings.
- Represents Richland County to the community at large and maintains good community public relations.
- Complies with applicable federal and state laws, administrative rules, established agency procedures and accepted professional standards.
- Participates in on-going training, maintaining contemporary knowledge to ensure compliance with federal and state regulations.
- Maintains the confidentiality of client information and protected health information as required by State and Federal regulations, including the Health Insurance Portability and Accountability (HIPAA) Act of 1996.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

- Licensed Social Worker preferred or 4-year degree in Law Enforcement, Corrections, Social Work, Psychology, or related field with experience working in case management or comparable education and experience combined in lieu of 4 or 2 year degree and experience.
- Prefer work experience with Alcohol/Drug related clientele.
- Possess the basic skill for utilization of the COMPAS assessment tool.
- Experience with Veterans Services helpful.
- Ability to work with one on one or with diverse groups.
- Enthusiasm for serving individuals with addictions, dependencies, and co-occurring social problems.
- Receive training and be proficient in the use of the COMPAS assessment tool.
- Knowledge of the national program models for Alcohol Treatment Courts.
- Knowledge of local criminal justice systems and county government.
- Ability and skills to develop, recommend, and implement effective plans and programs and objectively evaluate progress toward goals and timetables.
- Skill in data collection and analysis, with the ability to develop and effectively present information clearly and in a compelling manner.
- Knowledge and understanding of Wisconsin County, State court, and criminal justice systems, their agencies and their processes.
- Ability to work as an effective and collaborative team player.
- Ability to write and speak effectively, including the ability to conduct effective meetings.
- Ability to problem solve and make effective, timely decisions.
- Ability to maintain confidentiality and remain non-judgmental.
- Ability to provide interactive, dynamic communication with governing body.

- Ability to make public presentations regarding the program and its outcomes.
- Skill in the preparation and presentation of budgets.
- Must be able to work the allocated hours of the position.
- Appointment will be conditioned upon successful completion of criminal and caregiver background checks.
- Ability to organize, prioritize and independently set time frames to complete work in a timely manner.
- Working knowledge of computers, computer programs, typing, and data entry.
- Current WI driver's license and unlimited access to reliable transportation.

PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Language Ability and Interpersonal Communication

- Ability to read, analyze, and interpret a variety of documents including court orders, State statutes and policy manuals, service provider contracts, texts, papers and periodicals, Health & Human Services' agency documents/memos, treatment plans.
- Ability to comprehend and interpret a variety of documents including client psychological assessments, medical diagnosis and medication recommendations, financial reports, letters and memos, state and federal rules and regulations manuals, professional journals and papers, job applications, insurance forms, budget sheets.
- Ability to prepare and to maintain a variety of documents including client service plans and recommendations, program evaluations, client assessments and treatment plans and therapy notes.
- Ability to record and deliver information, explain procedures and instruct staff and clients.
- Ability to communicate effectively with clients, client's guardians and family members, Corporation Counsel and other attorneys, supervisor, physicians, other health professionals, law enforcement, the general public, hospital, clinic and school personnel, and department staff both in person and in writing.

Mathematical Ability

- Ability to add, subtract, multiply, divide, calculate decimals and fractions.
- Ability to compare, count, differentiate, measure and/or sort data and information.
- Ability to classify, compute, tabulate, and categorize data.

Judgment and Situational Reasoning

- Ability to lead others and reinforce thinking to perform tasks.
- Ability to apply abstract thinking to perform tasks.
- Ability to work independently.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to use independent judgement frequently in non-routine to occasionally highly unstable situations including decisions on implementing client service and treatment plans to encounters with potentially suicidal and violent clients.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to analyze data and information using established criteria, in order to define consequences and to consider and select alternatives.

- Ability to apply situational reasoning ability by exercising judgement in situations involving the evaluation of information against measurable criteria.
- Ability to use functional reasoning development in the performance of semi-routine functions involving standardized work with some choice of action.

Physical Requirements

- Ability to coordinate eyes, hands, feet, and limbs in performing coordinated movements in operating educational aids and office equipment.
- Ability to exert moderate effort in sedentary to light work, including stooping, kneeling, crouching. Ability to handle, finger and feel. Ability to lift and carry.
- Ability to recognize and identify degrees of similarities and differences between characteristics of colors, forms, sounds, odors, textures etc. associated with objects, materials and ingredients.
- Ability to move and guide material using simple tools.
- Ability to physically respond to a variety of settings to provide services, including office, community locations, private residences, jail, etc.
- Ability to operate a motor vehicle.

Environmental Adaptability

- Ability, in regard to environmental factors such as temperature variations, noise, disease, and/or dust, to work under moderately safe and comfortable conditions.
- Ability to visit environments with a moderate risk for disease or physical harm.

Richland County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Employee's Signature

Supervisor's Signature

Date

Date