

DRUG COURT COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: The Drug Court Coordinator performs assessments and case management activities for offenders participating in the Batavia City Drug Court. The incumbent links offenders to available community resources and makes treatment recommendations. The incumbent works closely with the District Attorney, Public Defender, treatment providers and the Drug Court Judge and is under the general supervision of a Mental Health Clinical Supervisor. The responsibility for the coordination and quality of service provided to offenders rests with the incumbent. The employee may supervise lower level clerical employees. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Screens and clinically assesses potential eligible offenders for admission into the Drug Treatment Program. Identifies clients in need of case management service by traveling to and visiting with clients in the local jail, community hospitals, community residences, and local emergency services;

Provides case management for participating offenders and monitors their progress;

Coordinates the complete assessment of clients assigned to caseload by arranging for clinical evaluations, psychiatric consultations, psychological testing, functional assessments, based upon the client's rehabilitative and social needs;

Integrates a written service plan and implementation plan for each client.

Monitors and follows-up the implementation of the written service plan by linking clients with necessary providers, assisting in gaining access to needed medical, psychiatric, substance abuse, social, educational, and other services, maintaining contact throughout the client's course of treatment;

Assures medication regimen compliance through teaching and interpreting to clients the importance of prescribed medications, monitoring usage and refilling of prescriptions, and being aware of and alert to side-effects;

Assists clients in learning to use fiscal resources through budget planning, monitoring and instruction in spending, and assisting with applications to entitlements;

Prevents and/or resolves developing crises to avoid unnecessary use of emergency rooms, detoxification, in-patient treatment and re-hospitalizations;

Assures the maintenance of case management records with appropriate reviews and updating of service plans;

Coordinates communication between the Court and the Treatment Providers through both written and verbal means in a timely fashion;

Prepares and submits timely progress notes on each participating offender to Judge and specified Attorneys;

Addresses questions posed by the Judge in open Court regarding treatment and progress updates and make recommendations regarding treatment alternatives;

Conducts public relations activities related to the Drug Court;

Collects and compiles information needed for analysis of the Drug Court Program;

Responsible for completing and filing all statistics, reports, etc. with the State/Federal Government in conjunction with the Drug Court Grant.

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DRUG COURT COORDINATOR

Page 2

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONAL CHARACTERISTICS:

Good knowledge of case management techniques; good knowledge of the problems of the substance abuse; good knowledge of human behavior; good knowledge of counseling and crisis intervention techniques; working knowledge of Community resources and how to access them; working knowledge of the judicial system; ability to relate well with people; ability to deal confidently with other service providers; tact and courtesy; integrity; good judgment.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, drive a motor vehicle, use hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms. The employee is required to walk, talk and hear.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus and make visual observations of clients.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND EITHER**

- A. A Master's Degree in the Human Services field* and two (2) years of full-time paid experience in providing direct services to substance abusers or addicted individuals or in linking mentally disabled patients/clients to a broad range of services essential

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DRUG COURT COORDINATOR

Page 3

MINIMUM QUALIFICATIONS, Cont'd:

to successfully living in a community setting, (e.g. medical, psychiatric, social, educational, legal, housing and financial services).

OR:

B. A Bachelor's Degree in the Human Services field* and three (3) years of full-time paid experience as defined in (A) above.

OR:

C. A Bachelor's Degree in the Human Services field* and certification as a New York State Credentialed Alcoholism and Substance Abuse Counselor, and two (2) years of full-time paid experience as defined in (A) above.

*For purposes of qualifying for this title a "Human Service Field" includes Social work, Psychology, Nursing, Rehabilitation, Education, Counseling, Community Mental Health, Child and Family studies, and Criminal Justice.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of an appropriate valid New York State Driver's License

Competitive Class
Adopted 11/20/00
Revised 3/19/01

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.