

ELKHART COUNTY GOVERNMENTAL POSITION VACANCY NOTICE

Date Posted
June 11, 2018

Drug Court Coordinator (Supervisor PO)

DEPARTMENT: Superior Court 4 / Court Services

HIRING RANGE: To follow the Salary Schedule for Probation Officers

BENEFITS: Full benefits offered including free employee medical clinic

DATE POSITION TO BE FILLED: As Soon As Possible

HOURS & DAYS OF WORK: Monday 8:00–5:00, Tuesday through Friday, 8:00-4:00

LOCATION OF POSITION: Goshen and Elkhart Courthouses

TRAVEL REQUIREMENTS: As described below

JOB SUMMARY:

The Elkhart County Drug Court Coordinator (Supervisor PO) will serve as the primary operational coordinator for the Elkhart County Drug Court. Duties of the position include leadership and management functions in support of the Elkhart County Drug Court mission, goals and objectives.

JOB REQUIREMENTS:

- Bachelor's degree from an accredited university or college, and the equivalent of three years full-time paid experience in Criminal Justice or Human Services; or an advanced degree from an accredited university or college in criminal justice or human services; or was employed by a problem-solving court as a coordinator or case manager before July 1, 2010.
- Two or more years in substance abuse setting/probation setting, preferably in problem-solving court setting
- Two or more years of management experience, program development or staff supervision
- Two or more years in criminal justice setting, preferably in problem-solving court setting
- Must possess excellent written and oral presentation skills
- Must be willing to travel both in and out of state for purpose of training conferences, meetings, and problem-solving court site visits. Must also have a current driver's license and provide proof of insurance
- Must comply with the training requirement described in Section 12 of the problem-solving court rules within the first year of employment
- Must be certified as a Probation Officer within 6 months of employment

APPLICATIONS AVAILABLE:

Elkhart County Human Resources

117 N. Second Street, Goshen, IN 46526

Telephone: (574) 535-6725 FAX: (574) 535-6750

E-mail: personnel@elkhartcounty.com

Web Site: www.elkhartcountyindiana.com

Elkhart County Drug Court Coordinator

Job Description

I. General Summary:

The Elkhart County Drug Court Coordinator will serve as the primary operational coordinator for the Elkhart County Drug Court operating under IC 33-23-16. Duties of the position include leadership and management functions in support of the Elkhart County Drug Court mission, goals and objectives.

II. Qualifications

1. Education

Required: A baccalaureate degree from an accredited university or college, and the equivalent of three years of full-time paid experience in criminal justice or human services; or an advanced degree from an accredited university or college in criminal justice or human services; or was employed by a problem-solving court as a coordinator or case manager before July 1, 2010.

2. Substance Abuse Experience

Required: Two or more years in substance abuse setting/probation setting

Preferred: Two or more years in a problem-solving court setting

3. Management Experience

Preferred: Two or more years management experience, program development or staff supervision

4. Criminal Justice Experience

Required: Two or more years in criminal justice setting

Preferred: Two or more years in a problem-solving court setting

5. Communication Skills

Must possess excellent written and oral presentation skills

6. Travel Requirement

Must be willing to travel both in and out of state for purpose of training conferences, meetings and problem-solving court site visits. Must have a current driver's license and provide proof of insurance. Must agree to current rates for travel reimbursement.

7. Training

Must comply with the training requirement described in section 12 of the problem-solving court rules within the first year of employment

8. Certification

Must be certified as a Probation Officer within six (6) months of employment.

III. Job Duties

1. Planning the Elkhart County Drug Court

Plan, assist and coordinate with the Elkhart County Drug Court Team in developing program design, policies, procedures and practices

2. Coordination of Elkhart County Drug Court services

Coordinating and overseeing the various program components and services provided by probation officers and/or case managers, criminal justice agencies, treatment agencies and ancillary service providers

3. Fiscal Management

Fiscal oversight for the program falls under the Elkhart County Drug Court Judge and the Director of Court Services. The Elkhart County Drug Court Coordinator will be responsible for the fiscal management of the program under the supervision of the Drug Court Judge and Director of Court Services.

4. Elkhart County Drug Court Certification

Ensure that the Elkhart County Drug Court policies, procedures and practices are in compliance with IC 12-23-14.5 and the Judicial Conference rules governing problem-solving courts

5. Staff Supervision

Administration of the Elkhart County Drug Court case managers and/or probation officers as it relates to recruitment, hiring, supervision, training, continuing education and staff development

6. Reports and Evaluation

Develop reports for funding agencies as required. Assist in the development and implementation of program evaluation. Maintain the integrity of the management information system and provide recommendations to enhance the record keeping practices of the Elkhart County Drug Court.

7. Plan, coordinate and supervise special projects as directed by the Elkhart County Drug Court Judge and Director of Court Services

IV. Compensation

The salary for this position will be based upon experience, qualifications and the probation officer salary schedule developed by the Indiana Office of Court Services. The salary will be supplemented with benefits including health, dental, and vision, life insurance, paid leave and holiday pay.

V. Organizational Reporting

The Elkhart County Drug Court Coordinator reports directly to the Director of Court Services who reports directly to the Elkhart County Drug Court Judge.