February 14, 2020

**FULL- TIME STAFF POSITION ANNOUNCEMENT**

**Problem Solving Court Coordinator**

**Position Opening:** Problem Solving Court Coordinator

**Department:** Madison County Problem Solving Court

**Work Schedule:** Typically 8:00 am – 4:30 pm, but must be able to work outside traditional County work hours

**FSLA Status:** Exempt

**Status:** Full- time

The Madison County Problem Solving Court (MCPSC) is seeking qualified candidates for the position of Coordinator. If interested, please provide a cover letter, resume and three (3) references to James F. Hunter, Madison County Court Administrator, 16 E. 9th St., Suite 417, Anderson, IN 46016 or [jhunter@madisoncounty.in.gov](mailto:jhunter@madisoncounty.in.gov) . **Resumes must be received by 4:00 pm, Friday, March 19, 2020 to ensure consideration.**

Job Description Summary: The Problem Solving Court (PSC) Coordinator is responsible for the day-to-day planning, development, management, monitoring and coordination of the Madison County Problem Solving Court programs. The Madison County Problem Solving Court is comprised of three courts: Drug Court, Mental Health Court and Reentry Court. Successful execution of the essential job functions requires a thorough knowledge of, and experience with, project management, budget preparation, grant writing, ancillary service development, problem solving court principles, and mental health and substance use disorder issues. The coordinator serves as a liaison with local and State court offices, treatment providers, social services agencies, community stakeholders, etc. Information obtained in the course of these duties may be confidential or private in nature.

Education and Experience:

Requires a bachelor’s degree from an accredited college or university in human services, business administration, public administration, criminal justice, or other related field or employed as a problem solving court coordinator before July 1, 2010.

Three years of progressively responsible related experience in human services, business administration, public or court administration, criminal justice or, any combination of education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Essential Job Functions:

Plan, implement, and monitor the day-to-day activities of the problem solving court program(s) to ensure compliance with key treatment court components and efficient and quality service to the target population.

Develop and implement a strategic plan that meets the long-term goals and objectives of the Madison County Judiciary and community and promotes program sustainability.

Interview and hire case managers and support staff. Manage, supervise, assign, and distribute work- load for PSC staff. Perform annual employee evaluations, maintain personnel records and authorize vacation, sick or personal days, recommend employment/termination to the Judge, and develop personnel policies, job descriptions, and training programs and materials. Ensure staff is appropriately trained and meeting training requirements as directed by the Indiana Office of Court Services.

Clinically manage and supervise the case management staff in the case management functions of the three PSC programs.

Schedule and coordinate PSC office coverage and schedules urine drug screening staff coverage.

Negotiate and monitor treatment and ancillary service contracts.

Serve as a liaison between the judiciary court personnel, county elected officials and staff, treatment providers, attorneys, members of the treatment court team, funding agencies, and community organizations.

Speak at public events, professional meetings or gatherings, schools or other forums.

Serve on committees or task forces as assigned by the Judge.

Gather, maintain, and synthesize statistical data regarding activity of the various problem solving courts and core stakeholder agencies for the purpose of process and outcome evaluation.

Oversee the case management database to ensure proper data submission and assure the completion of PSC surveys and help develop other methods of research and data collection to measure the effectiveness of the courts.

Research for potential and continued funding (grants/donations) for PSC operations.

Prepare and submit grant proposals/applications.

Ensure compliance with federal and State court grant requirements (internal and external).

Manage the PSC budget, including local, state and federal funding.

Coordinate and approve program expenditures.

Annually review and revise the PSC Policy and Procedure Manual and the Participant Manual for each problem solving court program.

Develop and revise PSC forms and publications for each problem solving court program

Complete all reporting required by the Indiana Office of Court Services, the Indiana Department of Corrections and the State of Indiana, and any other governmental entity.

Initiate certification review by the Indiana Office of Court Services through notification and application. Also coordinate the survey/review process.

Purchase equipment and supplies for PSC, authorizing, after consultation with the judge, the purchase/lease contracts for major equipment; evaluate space and equipment requirements and oversee proper control, records inventory, care maintenance and custody of all court-owned equipment.

Assist the PSC Judge in resolving issues or problems relating to the PSC program.

Organize, attend, and participate in pre-court staffing, court hearings, conferences, meetings, and committees. Prepare agenda for weekly pre-court staffing.

Develop appropriate program brochures, literature, videos, websites, or press releases as approved by the Judge and court team.

Travel in and out of state to attend meetings, trainings, or conferences.

Coordinate field and collateral participant contacts to ensure participant compliance with program rules and court directives.

Manage participant urine drug screening processes to include forms, reporting, and purchasing materials.

Serve as superintendent of the screening building.

Serve as staff advisor to the MCPSC Alumni Group.

Qualifications, Knowledge, Skills and Abilities:

Availability to work a full-time court schedule of 8:00 a.m. to 4:30 p.m., Monday through Friday, with the flexibility to accommodate deviations from the standard workweek.

Possess a comprehensive working knowledge of all terminology, applicable laws, ordinances, policies, standards, and regulations pertaining to problem solving court programs including addiction; alcoholism; pharmacology; and cultural competency issues.

Detail-oriented with excellent organizational abilities including time management, workload prioritization, and record-keeping accuracy in accordance with court policies and/or governmental regulations.

Ability to identify problems, collect data, establish facts, draw valid conclusions, and create viable solutions based thereon.

Aptitude for basic mathematical and accounting principles.

Even temperament and strong interpersonal skills to effectively collaborate with community partners and work well with others in a team-oriented environment.

Effective oral communication skills and the capacity to exercise a high degree of tact, diplomacy, professionalism, and competence in dealing with a wide variety of people.

Superior writing skills with the versatility to accurately compose a variety of genres.

Ability to simultaneously perform multiple tasks, with minimal supervision, and make independent decisions based on experience, good judgment, and established court policies and procedures.

Discretion and sound judgment in working with sensitive information to maintain confidentiality.

Proficiency with Microsoft Office and Windows 10, with an aptitude for learning software programs related to various treatment court functions.

Madison County is an equal opportunity employer