# Drug Court Case Coordinator

**Grade: 5**

**FLSA: Nonexempt**

**Date: 04/20**

**Job Summary:** Responsible for developing case plans, facilitating access to services and monitoring and supervising Drug Court participants towards successful completion of court-ordered probation.

**Essential Functions:**

1. Supervise Drug Court participants to ensure compliance with court-ordered conditions and report compliance and/or non-compliance with said conditions to the Court;
2. Conduct interviews, document meetings, and perform investigations to assist the Court in appropriate action and disposition of Drug Court cases;
3. Meet with representatives of various agencies including the State’s Attorney’s Office, Public Defender’s Office, Clerk of the Circuit Court, Parole and Probation, mental health and substance abuse treatment providers, law enforcement agencies, and placement facilities for the purpose of gathering and disseminating information regarding violations, compliance and/or completion of conditions (i.e., attendance at counseling, community service, payment of restitution, etc.);
4. Meet with participants to collect information, assess compliance and assign tasks, including the following:
   * Conduct random drug screens and/or breathalyzer testing on drug court participants
   * Perform community supervision, including home and employment visits
   * Provide an initial assessment of Drug Court participant’s home environment to the Court
   * Monitor curfew observance and/or perform random searches if indicated
5. Attend court hearings and staff meetings and related activities; attend workshops, conferences and classes to increase professional knowledge; serve on committees as assigned;
6. Prepare written reports for the Court;
7. Performs other duties as required.

**Required Knowledge, Skills, and Abilities:**

1. Ability to gain working knowledge of St. Mary’s County Government policies and procedures;
2. Ability to act as a representative of St. Mary’s County Government and Circuit Court;
3. Ability to gain knowledge of the judicial system;
4. Ability to effectively communicate with other staff, judges, attorneys, and members of the public;
5. Ability to learn how to operate relevant computer systems, including hardware and software and

simple office machines; and

1. Knowledge of appropriate business English, grammar and math skills;
2. Knowledge of indicators of physical and sexual abuse, psychological problems, substance abuse,

and other mental and physical health issues;

1. Knowledge of investigative process;
2. Ability to follow appropriate protocol and procedure;
3. Ability to interviews, and investigations;
4. Ability to testify in court;
5. Ability to handle situations of a confidential and sensitive nature;
6. Ability to communicate effectively, both orally and in writing;
7. Ability to interact effectively and sensitively with Drug Court participants;
8. Ability to exercise good judgment, flexibility, creativity, and sensitivity in response to changing

situations and needs;

1. Ability to travel to different work sites and be available to work outside normal working hours,

including being on call if needed.

**Education and Experience:**

1. Bachelors degree in public or court administration, social work, psychology, criminal justice, business management behavior management, public health, sociology, corrections or a related field from an accredited college or university.
2. Two years of related experience to include project or program case management in the field of addictions, human/family services, health services, public safety or law enforcements, corrections, court management; or
3. Equivalent education, and/or experience may be substituted for the above criteria.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee Signature Date