Position Title: Family Treatment Court Coordinator

Date: January 2019

Purpose of Position:

Coordinates the Family Treatment Court (FTC) program, including program development and implementation. The FTC Coordinator reports directly to the Criminal Justice Coordinator.

Essential Duties & Responsibilities:

The FTC Coordinator is expected to perform a broad range of functions including:

1. Plans, organizes, and directs the implementation of Family Treatment Court (FTC) program in Dunn County, including the organization and operation of the program and coordination of all service components.
2. Researches family court systems to determine most effective operational procedures, develop draft policies, eligibility criteria, and protocols to assure that families will receive appropriate coordinated delivery of services from various public and private community agencies.
3. Coordinates with community agencies and other human service providers to deliver a team approach to serve the needs of the families with cases in the FTC.
4. Develops case management techniques for cases assigned to FTC including identifying cases that may be appropriate for referral to the program, developing a team of service providers for the family, and managing the caseload to assure proper review and reporting procedures.
5. Prepares weekly written reports for FTC participants and distributes to the treatment team.
6. Facilitates weekly treatment team staffing and monthly team meeting.
7. Attends regular trainings and conferences to ensure fidelity with evidence based and best practices.
8. Coordinates regular and random drug and alcohol testing for FTC program participants; creates a testing schedule, enters into call-in testing line, coordinates schedule with third-party drug testing agency, manages follow up with drug testing screens and laboratory tests. Conducts portable breath tests, urinalysis, and oral drug and alcohol tests.
9. Analyzes and determines if referral meets program eligibility and participation criteria for FTC program; reviews assessments and family case history. Process referrals in an organized and timely matter. Promptly notifies the Court, District Attorney’s Office, Attorneys, and others of eligibility determination.
10. Explains program objectives, procedures, rules, and consequences and addresses compliance matters in person and by telephone with FTC participants.
11. Monitors and recommends program completion or termination based on participant progress; coordinates final meetings, prepares final reports and/or paperwork, and files necessary paperwork with the Court.
12. Maintains confidential records of all cases including correspondence, resource listings, memoranda, reports, forms, etc. Maintains program case management system.
13. Attends and testifies in Court as necessary.
14. Coordinates scheduling of meetings, staffings, and trainings for agency staff.
15. Handles confidential and private health information consistently with state and federal guidelines and laws.

16. Attends various staff training sessions and meetings.

17. Performs other duties of a comparable level/type, as assigned.

18. Analyzes program and activities to assess effectiveness, identify problems or issues, and ensure compliance with policies and standards.

19. Participate in cross training on addiction, pharmacology, cultural diversity, and other related competencies.

Essential Knowledge, Skills & Abilities:

- Knowledge of evidence-based principles and practices of family treatment courts.
- Knowledge of computerized case management system and other computer word processing operations.
- Ability to organize, analyze, and coordinate the administrative activities of Family Treatment Court under supervision of the criminal justice coordinator and the Family Treatment Court oversight committee.
- Ability to communicate effectively, orally and in writing.
- Ability to adapt to various situations.
- Knowledge of Family Treatment Court legal guidelines, recommendations, best practices, ordinances and laws.
- Thorough knowledge and skill in drug and alcohol testing with urine analysis, oral swabs and breathalyzers.
- Knowledge of general office procedures and practices.
- Knowledge of general office productivity software (i.e. word processing, spreadsheet, relational database programs, presentational software, email programs, etc.).
- Knowledge of office etiquette and customer service orientation.
- Ability to work as a collaborative team.
- Ability to facilitate meetings.

Qualifications:

Bachelor's degree with coursework in vocational rehabilitation, criminal justice, social work, human development and family studies or related field and moderate experience (1-3 years) in case management and/or program development, or equivalent combination of education and experience.