



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

DRUG COURT ADMINISTRATOR

Northeastern Judicial Circuit / Dawson County
Full-Time/Salary/Exempt

JOB SUMMARY

This position is responsible for the day-to-day operations of the Treatment Court Program and reports directly to the Treatment Services Director. This person is responsible for supervising the Treatment Court staff and interns; providing professional guidance and support to the Treatment Court staff; facilitating community outreach projects; serving on a multi-disciplinary team; conducting substance abuse evaluations on potential Treatment Court participants; making appropriate clinical recommendations based on a client's individual needs; overseeing residential placements; providing direct oversight to the on-call process; developing and overseeing community support meetings for mandated clients; making appropriate adjustments to the treatment curriculum based on evidenced-based practices that address client needs; providing statistical data for grant reporting; participating in grant applications; and other supervisory responsibilities, as assigned.

ESSENTIAL DUTIES

- Makes ongoing recommendations regarding adjustments to the treatment model
- Schedules and coordinates program operations to include staff meetings, status review meetings, and other special meetings as specified by the Treatment Court Judge or Treatment Services Director
- Maintains open line of communication between probation, prosecution, judiciary, treatment providers, and Treatment Court team to ensure accurate documentation
- Creates and maintains accurate files on all participants referred to Treatment Court
- Tracks all involved participants from beginning involvement to completion/termination accurately
- Provides updated information regarding non-compliant offenders to probation services, prosecution, treatment, and judge
- Maintains high level of confidentiality in the office as per Federal Laws and Regulations
- Assists in the development and implementation of on-call procedures
- Assists in the development of new services as the treatment network adds additional populations
- Provides oversight for the development of improvements in the assessment and placement process
- Attends weekly status review meetings and court sessions
- Assists in the collection of such data and research as needed to facilitate the most current and effective treatment possible utilizing available resources
- Provides support and professional guidance to the clinical treatment staff
- Conducts monthly appraisals of therapeutic skills and effectiveness of all clinical staff
- Provides individual supervision on therapeutic techniques for all clinical staff
- Approves curriculum development and implementation
- Facilitates group sessions as needed
- Monitors contracted treatment provider to ensure compliance with program expectations

- Facilitates placement of participants in need of residential treatment
- Serves as Treatment Services liaison to the recovery community
- Coordinates appropriate referral or collaboration among the accountability court programs
- Encourages and facilitates clinical staff development through workshop attendance and other training opportunities
- Provides clinical support for Treatment Services staff
- Directs drug screen process for Treatment Court
- Schedules graduation speakers
- Conducts alcohol/drug assessments for the courts, as requested by the judges
- Maintains accreditation/licensure or actively seeks same
- Provides research and analysis and/or data for grant projects
- Serves as advisor to the Friends of Recovery board
- Updates the participant handbook and the policy and procedure manual
- Schedules and leads policy meetings; updates policies and sanction guidelines based on results of the policy meetings
- Other duties as required

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- Therapeutic techniques utilized in the treatment of mental illness and substance abuse disorders
- County organizational structure and basic Treatment Services operations
- Dual diagnosis and its effect on the treatment process

SKILL IN:

- Developing effective working relationships with other departments and the general public, and maintaining positive customer relations
- Operating a personal computer, various software applications, internet, and multimedia programs

ABILITY TO:

- Administer, score, and interpret results of various assessment tools utilized in the Treatment Court and determine clinical needs and eligibility of referred individuals
- Facilitate large or small therapy groups, provide educational lectures, and conduct individual therapy sessions with participants and/or family members
- Provide effective referrals/placements based on sound clinical judgment
- Display understanding of dual diagnosis and its effect on the treatment process for both staff and participants
- Conduct workshops to help staff and the Treatment Court team further understand the treatment and recovery processes
- Communicate clearly and effectively, both orally and in writing

CONTACTS

Contacts are typically with co-workers, staffs of superior court and state court judges, district attorney, solicitor-general, pretrial services, probation services, treatment providers, county agencies, and the general public.

Contacts are typically to obtain, clarify, exchange information and to provide services.

ADA MINIMUM REQUIREMENTS

Scope of Performance: The purpose of the work is to help facilitate effective treatment to offenders that will lessen recidivism and promote social success. Successful implementation of the work results in the generation of less law enforcement contacts with program participants and less monetary costs to the judicial system.

Physical Ability: The work is typically performed while sitting, standing, walking, reaching, or stooping. The employee must be capable of receiving and delivering supplies to the office, lift up to 10 pounds regularly and 20 pounds occasionally.

Environmental Factors: The work is typically performed in an office setting, though there will be time spent in court and possibly in the community.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Employee must perform duties without extensive supervision. Encourages and/or facilitates clinical staff development through workshop attendance and other outside training opportunities as they are available. Evaluates and conducts monthly appraisals of clinical staff therapeutic skills. Supports and provides professional guidance to clinical staff. Encourages staff to seek certification and licensure that will benefit both the staff and the program. Recommends and advises staff of adjustments to the treatment model and process. Maintains personal accreditation/licensure or actively seeks same. Provides direct supervision of the Drug Court staff. Responsible for providing oversight of the Case Manager's weekly and month billing tasks, as well as weekly drug screening fees and deposits.

MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Applicant must possess a master's degree in psychology, counseling, sociology, social work, or related field with a minimum of five years of experience in the provision of professional therapeutic services to individuals with substance abuse issues
- Licensed Psychologist, Licenses Clinical Social Worker, Licensed Professional Counselor, Licensed Marriage and Family Therapist, or Certified Addictions Counselor Level II by the appropriate professional certification board required
- Experience working with the criminal justice population and counseling/case management is necessary. Management experience preferred

- Applicant must be familiar with HIPAA and Federal Confidentiality Rule 42CFR regulations and be skilled in recordkeeping, including participant records, treatment notes, case plans, budgets, and Excel proficiency including spreadsheet creation and maintenance
- Individual must be detail-oriented, work well under pressure, and in the fast paced environment of the courts under limited supervision
- Applicant must possess a valid Georgia driver license and a satisfactory Motor Vehicle Record (MVR)
- Applicant must pass a background check and drug screening as required by Dawson County Government.

The duties listed above are intended only as illustrations of the various types of work that may be 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____