Lackawanna County Treatment Court Coordinator

Job Description:

The Lackawanna County Treatment Court Coordinator serves under the direction of the President Judge, Michael J. Barrasso, of the Court of Common Pleas and the Office of the Court Administrator. The Coordinator oversees and administers the majority of the Problem Solving Court Programs in Lackawanna County. For instance, the Treatment Court Coordinator oversees the activities of the following programs: Adult Treatment Court; Co-occurring Court; Family Treatment Court; DUI Court; Veterans Treatment Court; and County Intermediate Punishment Program. The Coordinator administers the Treatment Court Program; interviews are pending participants for appropriateness for the program; conducts a variety of community outreach functions; manages the Treatment Court’s administrative operations including managing the Treatment Court staff; meets regularly with the Treatment Court team, including the Presiding Judge, to monitor client and operational compliance, performs case coordination duties, develops and monitors all Treatment Court related grants; among a variety of other duties specified below.

Qualifications:

- At least a Bachelor’s Degree in human services or another related field. Master’s Degree is preferred.
- Strong understanding of the criminal justice, substance use disorder and mental health systems and the intersection between the systems.
- Working knowledge of twelve step and recovery support programming.
- Grant writing and grant monitoring experience.
- Ability to establish and maintain a good working relationship with the Lackawanna County Adult Probation and Parole Office; the Lackawanna County Court of Common Pleas; the Lackawanna County Department of Human Services; the Lackawanna County Office of Youth and Family Services; and all other Lackawanna County offices and agencies that partner with the Treatment Court program.
**Duties:**

- Serve as the central liaison for all pending Treatment Court clients which would include collaboration with the County District Attorney office, the criminal bar and the Court system.
- Screen and assess individuals referred to Treatment Court (TC) for eligibility.
- Facilitate staffing and attend TC court sessions, as well as other criminal court sessions where referrals may be made.
- Prepare dockets, materials and reports for court and for the team.
- Remain updated on best practices for drug treatment courts and seek new innovations for greater participation as well as provide information and educational opportunities in the area of substance use treatment for the team.
- Report noncompliance issues to team and plan for graduation ceremonies.
- Establish relationships with clients and assess support services that are needed.
- Create case plans and make appropriate referrals to treatment and other services. Provide comprehensive case management services to Program participants; identify and provide referrals to clients; coordinate the delivery of interagency services.
- Communicate with treatment providers and the team on a regular basis to share client information and progress. Maintain computer records, data and reports for individual clients and overall program information, ensuring adherence to confidentiality requirements.
- Advocate and support client recovery and rehabilitation needs, including coordinating other ancillary treatment services such as housing, entitlements, education, transportation, daycare and job training.
- Coordinate the development and maintenance of program standards, operating procedures, and rules.
- Create and maintain the Program’s data collection system; compile statistical data.
- Document the progress of participants in the Program and completion of Program requirements; analyze results to Program goals and objectives.
- Research and implementation of current local, regional, and national trends pertaining to Drug Court operations.
- Prepare and maintain program records, reports, and documentation.
- Collaborate with the Treatment Court Judge, County Probation Department, County Treatment providers and the rest of the Treatment Court team to manage the Treatment Court program.
- Foster and improve relationships with community partners including area treatment providers, elected official, funding sources, members of the legal community, residents of the community and media outlets.
- Develop and manage all grant proposals on behalf of the Treatment Court to increase funding and access to treatment services for clients on the Court. This would include developing partnerships with community agencies to develop grant applications to serve the best interests of the partnering organizations and the Treatment Court program.
- Administer the grant programs for the Treatment Court to ensure that all requirements of funding are met and make changes to programmatic issues when necessary.
- Oversee the fiscal operations of the Treatment Court to ensure that grant and other public funds are used appropriately.
- Oversee and coordinate all the phases of the Treatment Court program to ensure that the clients’ needs are fully met.
- Amplify the monitoring and oversight of the Treatment Court while implementing proper policy and procedures in accordance with State mandates.
• Responsible for supervision of the case management and administrative staff for the Treatment Court
• Act as liaison to both the Criminal Justice Advisory Board (CJAB) in the county and the Treatment Court Advocacy Center of Lackawanna County (TCAC).
• Remain updated on best practices for drug treatment courts and seek new innovations for greater participation as well as provide information and educational opportunities in the area of substance use treatment for the team.
• Attend meetings, trainings and seminars as required.
• Perform other duties as required.

Interested Candidates can submit their application/resume by Sept 22, 2017 to:

Human Resources-Attn:HR Generalist
Lackawanna County Administration Building-6th Floor
200 Adams Avenue
Scranton, Pa 18503

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AA/EOE