

DRUG COURT COORDINATOR
(Town of Greenburgh)

GENERAL STATEMENT OF DUTIES: Coordinates and performs all of the day-to-day operations of the drug court program; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for the implementation and oversight of the Drug Court Program for the Town of Greenburgh. The Coordinator assists in the identification and screening of eligible clients, monitors their progress and reports their progress to the court. The duties include, but are not limited to, statistical record keeping and reporting, program development and community networking to increase public awareness of the program. This position may involve both day and evening assignments.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the identification and screening process within the Court for defendants involved with alcohol or drug abuse to ascertain eligibility for the Drug Court Program;

Meets with judges, district attorneys, defense attorneys and/or treatment providers to present the treatment conditions for individuals;

Interfaces with state and/or local service agencies to ensure all program objectives are met;

Administers grant programs; keeps client and statistical records; prepares reports on program activities;

Assesses treatment evaluation data for the court and makes recommendations to the appropriate party;

Monitors client participation in the program through review of attendance data, monthly Progress Reports from the treatment center and necessary updates as clients progress through the program;

Coordinates and maintains all drug court participant files and progress reports;

Notifies Court of any client infractions or violations to program policies;

Facilitates drug court team meetings; prepares Drug Court calendar with Chief Clerk;

Acts as liaison between the Drug Court and the public providing information concerning the Court as needed; represents Court at interagency meetings and conferences;

Uses computer applications such as spreadsheets, work processing, calendar, e-mail and database software in performing work assignments.

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REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the criminal justice system; good knowledge of chemical dependency assessment and treatment resources; ability to learn about specific treatment agencies and programs; ability to differentiate alcohol abuse and/or drug abuse to effectuate recommendation for treatment; ability to communicate effectively with personnel in the court and treatment agencies, both verbally and in writing; ability to engage client in effective utilization of the program; ability to use computer applications such as spreadsheets, word processing, e-mail, calendar and database software; resourcefulness; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: (a) a Bachelor's Degree from an accredited college or university and one (1) year of experience where the primary function was the provision of direct services to clients in a community service, mental health, medical, substance abuse treatment center, or criminal justice setting; or (b) an Associate's Degree and three (3) years of the specialized experience as stated in (a); or (c) five (5) years of the specialized experience as stated in (a); or (d) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL NOTE: Possession of a current New York Certified Alcohol and Substance Abuse Counselor Certificate (CASAC) may be substituted for the required post high school degree and/or experience.

NOTE: Must possess a valid license to operate a motor vehicle in New York State at time of appointment.

