



## Cleveland Municipal Court Judicial Division- Job Posting

<b>Job Title:</b>	<b>Drug Court Docket Coordinator</b>	<b>Salary Grade:</b>	<b>8</b>
<b>Department:</b>	<b>Probation</b>	<b>Salary Range:</b>	<b>\$55,075.00-\$64,890.00</b>
<b>Reports To:</b>	<b>Probation Supervisor</b>	<b>Date Created:</b>	<b>April 2008</b>
<b>FLSA Status:</b>	<b>Exempt</b>	<b>Date Revised:</b>	<b>July 31, 2017</b>

### **POSITION SUMMARY**

The Drug Court Specialized Docket Coordinator shall participate fully as a Docket Coordinator team member, committing him/herself to the program mission and goals. This person is responsible for the planning, implementation and operations of the specialized docket and assigned staff. The Coordinator oversees the activity of the treatment team, maintains client data, remains informed of budgetary concerns of the docket, coordinates services from each discipline and the local community in a manner that is therapeutic to the participant. This individual identifies and implements strategies to enhance docket operations and works to ensure its success. This position should be interchangeable with all specialized dockets.

### **ESSENTIAL DUTIES and RESPONSIBILITIES**

1. Perform advisory functions for the Judge that includes drafting agency correspondence as needed.
2. Create an organized filing system that tracks each specialized docket participant.
3. Maintain ongoing log of incentives and sanctions given to each participant including the date and reason given. Assure the consistency of incentives and sanctions while ensuring each participant is treated as an individual.
4. Gather, review and approve progress reports prepared for each Status Review Hearing.
5. Facilitate weekly treatment team meetings, actively participate in staffing's and attend status review hearings.
6. Assist the City Prosecutor, Public Defender and the Court with reviewing referrals and preparation of the docket.
7. Create and maintain a data collection system to monitor client compliance, trends and to provide a basis for evaluation. Consistently inputs data, reviews information collected and shares with the Judge, team members, advisory committee, court administrator and reports to the Supreme Court of Ohio and other funding authorities.
8. Work with the evaluator to interpret statistical relevance of data collected.
9. Build relationships with potential funders and invite them to visit docket events.
10. Assist grant writer in preparation and submission of grant proposals.
11. Work with the Judge to create long term funding strategy for sustainability.

12. Participate in the process to create and memorialize program standards and operating procedures. Assist with the development of confidentiality releases, admission and termination procedures.
13. Negotiate and monitor treatment and ancillary service contracts. Conduct site visits and ensure that treatment services are gender, age and cultural specific.
14. Create interagency linkages to address client's treatment and ancillary needs. Develop memoranda of understanding with providers willing to offer services to clients.
15. Assist with the implementation of grant funded projects and maintain data required for submission of mandatory reports to funders. Attend off-site meetings and provide support to staff assigned to projects.
16. Maintain code-a-phone calling schedule.
17. Prepare and disseminate weekly case and docketing information that includes direct referrals.
18. Develop police and correction linkages to improve supervision and agency coordination and extend invitation to all docket events.
19. Maintain and update the Participant Handbook and Participation Agreement.
20. Coordinate with Sheriff's Department and Cleveland House of Corrections regarding commitments to or releases from jail.
21. Plan and facilitate the Specialized Docket Advisory Committee.
22. Perform Community Outreach Education to the community to engage in dialogue and increase awareness of the specialized docket.
23. Coordinate the professional education of the treatment team.
24. Prepare program material for submission to the Supreme Court of Ohio for specialized docket re-certification.
26. Provide quality service that continuously improves, meets or exceeds public expectations, and ensures all are treated with courtesy, dignity, and respect.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.*

#### **SUPERVISORY RESPONSIBILITIES**

Responsible for supervising the work activities of the specialized docket probation officers and/or case managers. Managers and supervisors are encouraged to train, evaluate, and communicate in a manner that supports the mission and values of the Court.

#### **KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the

duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Demonstrated dedication to providing excellent customer service.
2. Excellent written and verbal communication skills, including public speaking.
3. Ability to be both highly organized and detail oriented.
4. Ability to work as part of a team in meeting court program and organizational goals.
5. Must exercise good judgment and maintain professional integrity, confidentiality and accountability.
6. Excellent planning and computer skills.
7. Ability to communicate with staff, clients, judges, probation officers, attorneys, administrators, treatment providers, social service agencies and general public in a professional manner.

### **EDUCATION and/or EXPERIENCE**

Bachelor's Degree in Social Work or related field with counseling and or treatment experience required. Master's Degree Preferred. Is knowledgeable of addiction, alcoholism and pharmacology generally and able to apply that knowledge.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of this position.

### **COURT EXPECTATIONS of EMPLOYEE**

In accomplishing the responsibilities of this position, the Court expects that the employee will adhere to the mission and values of the Court as well as all Court policies and procedures. In addition, while carrying out the duties of this position, the employee is expected to model high ethical conduct on and off the job, and exhibit a professional and respectful demeanor with all Court employees.

Qualified applicants will be required to submit to testing and may be required to provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check, drug testing and 180-day work testing period.

**APPLICATION PROCEDURE:**

Thank you for your interest in a career with Cleveland Municipal Court Judicial Division.

- To apply, visit our website: [www.cmcoh.org](http://www.cmcoh.org) click on job opportunities link.
- You may also apply at: [www.clevelandohio.gov/careers](http://www.clevelandohio.gov/careers).
- Only qualified applicants will be contacted to move forward in the interview process.
- Posting dates: August 4, 2017-August 31, 2017

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