

BANNOCK COUNTY **CLASS SPECIFICATION**

FAMILY TREATMENT COURT COORDINATOR

Department: District Court Clerk
FLSA Designation: Exempt

Pay Grade: 12
Effective Date: 2/08, 8/09

Purpose of Class

Performs professional casework to provide intensive treatment and case management for the Family Treatment Court Program; coordinates interdisciplinary operations of the Court program; performs related work as required.

Primary Function

This is a professional position responsible to coordinate operations of the Family Treatment Court Program to improve outcomes for families in the child protection system by providing intensive treatment and case management. The work is performed under the general supervision of a judge, Trial Court Administrator, District Court Services Director and statutory supervision of the County Clerk. The principal duties of this class are performed in an office and courtroom environment.

Essential Duties and Responsibilities (will vary by assignment)

- Develop and maintain written policies and procedures to guide the operations of the Family Treatment court in compliance with any statewide guidelines, generally accepted best practices and the special needs and resources of the local jurisdiction;
- Develop and maintain a Memoranda of Agreement among various partners in the Family Treatment Court outlining mutual expectations, responsibilities, and commitments for the ongoing operations of mental health court;
- Develop, maintain, and distribute a current Participant Handbook of policies, procedures, and requirements of the Family Treatment Court;
- Provide guidance to involved agencies and to other stakeholders and the public as to eligibility criteria for participation;
- Coordinate the completion of the application process for prospective participants including gathering of application materials and communicating with attorneys, case workers, assessment professionals, and probation officers;
- May perform direct client screening or assessment interviews;
- Compile necessary participant identification and other data to support determination of eligibility for participation and assure it is accurately communicated to and considered in team admission staffing;
- Compile information on participant compliance with conditions of Family Treatment Court participation and assure it is accurately communicated to and considered in team progress staffing, including preparation of case compliance and progress summaries for court status hearings;
- Attend weekly court case staffing and court hearings;

- Maintain accurate files documenting participant compliance with court requirements and their progress in the program;
- Maintain accurate files of court actions related to each participant and progression through the phases of court;
- Enters or assures entry of participant data into the ISTARs court case management system;
- Submit required treatment authorization forms necessary to obtain treatment reimbursement, where applicable;
- Oversee administration of participant drug testing system and perform collection of drug testing specimens when necessary;
- Coordinate efforts to identify community resources and organize efforts to provide a full continuum of needed treatment services including mental health and addiction treatment, educational and vocational services, safe and sober housing, ongoing recovery support services, health care, family services, and other beneficial community supports;
- Meet regularly with court treatment providers to review services provided, treatment models, resource needs, and linkages with various community support services;
- Facilitate assessment of participant's cultural or gender-specific needs and issues and development of effective treatment or other services to address such needs and improve participant outcomes;
- Survey court participants and community partners and stakeholders periodically to obtain feedback on operations and effectiveness;
- Compile and submit monthly utilization reports, annual performance reports, or other needed reports to the Idaho Supreme Court;
- Coordinate and support the activities of a local steering committee and provide the committee with needed information on the operations of the court;
- Communicate regularly with related community advisory or governing bodies;
- Facilitate understanding and resolution of conflicts that may arise in operations of the court;
- Schedule and provide support to regular court team meetings, both for purposes of individual participant case management and for the periodic review and improvement of the operations of the court;
- Provide public information on operations and outcomes of the court through public presentations, court brochures or other documents, and, under direction of the Trial Court Administrator, media information;
- Collect or oversee collection of participant fees;
- Monitor court budget and expenditures;
- Research available funding opportunities and develop or assist in development of funding requests such as grant proposals;
- Participate on community or statewide committees or work groups related to the planning, development, management, funding, or evaluation of the court;
- Participate in community, state level, or other specialized training or educational sessions;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices and guidelines.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Problem solving court models, including facilitation of team based decision-making and problem solving;
- Idaho Child Protection Act and operations of IDHW DCFS;
- Case management approaches, including drug testing processes, service referral, and available community resources;
- Common mental health diagnoses and treatment models;
- Addiction and treatment models;
- Conflict resolution strategies;
- Operation of standard office equipment including a personal computer;
- Grant and related alternative funding methods, techniques and objectives;
- Relevant confidentiality requirements, policies and procedures;

Ability to:

- Communicate effectively verbally and in writing;
- Develop written policies and procedures, memoranda of agreement, and participant information materials;
- Apply written guidelines and other policy and procedure to local mental health court operations;
- Assist applicants apply for admission to court and assist stakeholders to understand eligibility criteria and procedures;
- Compile relevant information and synthesize it into efficient reports for use by team members in decision making, documenting actions, and carrying out court operations;
- Monitor treatment services provided to court participants in accordance with agreed upon standards;
- Facilitate understanding and resolution of conflicts among team members or between team members and others;
- Communicate effectively and sensitively with culturally and economically diverse populations;
- Exercise tact and discretion in obtaining cooperation of others;
- Manage multiple priorities encountered in managing participants and adhering to court procedures and requirements, perform scheduling functions, and meet necessary deadlines;
- Provide information to the public about the operations and the outcomes of the court;
- Manage program operations within financial constraints and assure effective efforts to collect participant fees and other program income and resources
- Maintain a professional demeanor during stressful or hostile situations
- Operate standard office equipment including a personal computer using program applications appropriate to assigned duties;

Acceptable Experience and Training

- Bachelor's Degree in criminal justice, social work, psychology or a related human services field, or public administration; and
- Five (5) years of experience in a program supervising or providing services to at-risk families, preferably in a child protection system working with drug endangered children and families; or
- A Master's Degree and three (3) years experience; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, use a telephone, and communicate with others;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review, evaluate, and prepare and review a variety of written documents, legal forms and other materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and computer systems;
- Sufficient personal flexibility, mobility, strength, and agility, with or without reasonable accommodation, which permits the employee to work in an office and courtroom environment.