

DRUG COURT COORDINATOR

DEFINITION

Under the general direction of the Fifth Judicial District Chief Judge, Dane County Criminal Court Judges and the Jail Diversion Supervisor of the Alternatives to Incarceration Program, provides screening of all persons referred to the Dane County Drug Court Program; supervises and monitors persons placed in a three (3) month alcohol and other drug abuse (AODA) education program; responsible for the implementation and maintenance of a computerized data base management information system for the Drug Court Program; performs related work as required.

EXAMPLES OF DUTIES

Perform preliminary screening of all persons referred to the Drug Court Program that includes: using specific criteria to determine eligibility for this program; using a prescribed instrument to conduct a brief preliminary AODA assessment; and gathering background information on appropriate referrals and forwarding to the Clinical Assessment Unit (CAU) at the Mental Health Center of Dane County (latter is not a Dane County department). Supervise and provide case management to individuals participating in the brief AODA intervention and education program offered by Prevention and Intervention Center for Alcohol and Other Drug Abuse (PICADA). Attend court hearings as required and provide the court system with reports indicating successful or unsuccessful completion of the program. Develop and maintain a computerized data base for case monitoring. Provide statistical reports to the Drug Court steering committee. Conduct urine screening and testing as required.

EMPLOYMENT STANDARDS

Education and Experience: A bachelor's degree in social work, criminal justice or related field from an accredited college or university; one year of professional case management or rehabilitative work with an offender and/or exoffender population that has included elements of needs assessment, counseling, service referrals, and case monitoring; experience or training/education that demonstrates the knowledge needed to install and maintain a computerized data base system. Required experience must involve substantial contact with either a prosecuting agency, a corrections agency or the courts.

Knowledge and Abilities: Comprehensive working knowledge of the criminal justice and AODA system. Knowledge of drug testing procedures, knowledge of computer systems including Word Perfect, OS2, and Windows. Ability to collect and interpret statistical data and information. Ability to prepare and maintain necessary records and reports. Ability to communicate clearly and effectively, both orally and in writing, with a diversity of individuals and agencies.

Special Requirements: The individual tentatively selected must be able to satisfy a background and records check.