

Circuit Court for Baltimore City Drug Court Coordinator

Essential Functions: The Drug Court Coordinator is responsible for the planning, management, coordination, and daily operations of the Adult Drug Court in the Circuit Court for Baltimore City. Major responsibilities include preparation for and attendance at court hearings, meetings, and committees; budget preparation management, and grant writing; appropriate collection of data, and the development of statistical reports. The Drug Court Coordinator's responsibilities include acting as a management liaison for the Drug Court team, which includes the Office of the State's Attorney, the Office of the Public Defender, the Department of Public Safety and Correction services (specifically the probation agents), Behavior Health System Baltimore, Pretrial Release Services Program, the Community Services Program and other local and state entities as well as community stakeholders. This position works under the direct supervision provided by the Drug Court Judges with general oversight of the Administrative Judge and Court Administrator.

Education: Bachelor's Degree from an accredited college or university in public or court administration, social work, psychology, criminal justice, business management, behavior management, public health, human services, or a related field.

Experience: Three years' experience managing or supervising large scale projects or programs. Job-related experience should include program management preferably in the field of addictions, mental health, or human/family services, health services, court management, public safety or law enforcement. Excellent interpersonal and writing skills required, as is the ability to exercise a high degree of confidentiality. It will be necessary to travel to meetings, seminars and symposiums within Maryland.

Essential Job Functions:

- Plan, implement and monitor the day-to-day activities of the Adult Drug Treatment Court.
- Plan court dockets including coordination and communication with the Sheriff's Office, the Clerk's Office, and the Division of Corrections.
- Act as the liaison with judges, drug treatment team, court personnel, treatment providers, attorneys, parole and probation, treatment providers, and community organizations.
- Act as the liaison with Behavioral Health System Baltimore.
- Consultations with Drug Court Judges on organizational and managerial issues including but not limited to internal and external quality control of program implementation.
- Supervision of Drug Court staff including case managers and social worker.
- Conduct Performance Evaluations.
- Ensure the accurate and timely reporting and collection of data and creation of statistical reports.
- Provide monthly, quarterly and annual reports of program statistics to the DTC judges and required government agencies.
- Plan and prepare budget and financial reports and coordinate and review for approval drug court expenditures and invoices.
- Research and write grants and periodic performance and financial reports.
- Monitor existing grants and initiate allocation modifications when necessary.
- Coordinate and facilitate interdisciplinary training for drug court team.
- Attend and participate in conferences, meetings, committees, boards and task forces as the Drug Court representative.
- Organize, attend and participate in court hearings, court meetings, pre-hearing conferences and committee meetings.
- Foster a spirit of team work and facilitate the cooperation requisite in the Drug Treatment Court's non-adversarial approach.
- Cultivate and facilitate cooperative relationships with treatment providers, and program and community stakeholders.
- Proficiency in computer skills and able to ensure entry of participant data into the Statewide Maryland Automated Record Tracking system (SMART).

Compensation:

This is a full-time permanent position with benefits. The annual salary range is \$59,466 to \$95,370

To Apply:

Please submit a cover letter and resume by COB deadline on **Friday, February 16, 2018** to:

Ms. Kathe Hammond, Human Resource Officer
Circuit Court for Baltimore City
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Baltimore, Maryland 21202
Kathe.Hammond@mdcourts.gov
Fax: 410-396-1545
www.baltimorecity.gov
TTY 396-4930

****No phone calls please**

A writing sample will be requested following an interview.

AN EQUAL OPPORTUNITY EMPLOYER