

MINNESOTA SUPREME COURT

Drug/DWI Court Coordinator

DEPARTMENT/LOCATION	HOURS OF WORK
Crow Wing County Ninth Judicial District Brainerd, Minnesota	Full-time 40 hours per week Exempt Position

DESCRIPTION: Position is responsible for coordinating and supervising the activities of the Crow Wing County Drug Court program and the Crow Wing County DWI Court program.

RESPONSIBILITIES:

- Plans, implements, administers and monitors the day to day activities of the Drug Court and DWI Court.
- Serves on Drug/DWI Court team.
- Directs and maintains an accounting and auditing system with respect to grant funds.
- Writes grant proposals; plans and prepares budgetary estimates and justifications.
- Coordinates and approves expenditures for the Drug/DWI Court.
- Organizes and coordinates training for Drug/DWI Court team members.
- Maintains cooperative relationships with treatment agencies, community organizations, the probation departments, prosecutor's office, public defender's office, law enforcement, and the Department of Human Services.
- Attends and participates in conferences, meetings and committees as the Drug/DWI Court representative.
- Attends case staffings and court hearings.
- Consults with the Drug and DWI Court Judges on a wide range of organizational and managerial issues including but not limited to Drug/DWI Court efficiency, internal and external quality assurance.
- Monitors Drug/DWI Court case management services.
- Facilitates community presentations, assists in docket development, coordinates community service, promotes team integrity, develops community resources, monitors quality assurance, develops agendas, collects data and works closely with the program evaluator.
- Ensure implementation and compliance with local and statewide management information systems for reporting performance measures and standard data elements.
- Ensure accuracy and timeliness of all data collected to develop statistical and narrative reports.
- Completes required applications/reports to comply with grant requirements.
- Facilitates planning process to create and memorialize eligibility standards, operating policies and procedures.
- Develop necessary forms including memoranda of understanding and contracts of services.
- Create interagency links to address client's ancillary needs in areas of culture, age, gender, medical and mental health provisions.
- Prepares reports to court, state and county agencies.
- Act as liaison to manage and coordinate the Drug/DWI Court with participating agencies and program participants.
- Communicate effectively – orally and in writing. Exercise a high degree of judgment, tact, diplomacy and competence in dealing with judges, attorneys, court personnel, treatment providers, law enforcement, community resources, and the public.
- Act as representative on various committees associated with drug/DWI courts, chemical dependency and treatment issues.
- Other tasks and duties as assigned.

QUALIFICATIONS:

- ❑ Minimum of an Bachelor's Degree from an accredited college or university with major course work preferably in Criminal Justice, Sociology, Psychology, Social Work or related field. Experience in court system, criminal justice and/or chemical dependency assessment and treatment desired.
- ❑ Successful candidate will be required to pass a criminal background check prior to appointment.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of court procedures, legal documents, laws and legal factors pertaining to courts
- Project Management and strong communication skills; both oral and written.
- Considerable knowledge of the habits and actions of people with alcohol and other drug problems.
- Knowledge of programs & resources available for substance abuse and related issues.
- Excellent ability to establish and maintain effective working relationships with judges, court employees, supervisor and peers, and the general public.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish rapport with people with alcohol and other drug problems.

SALARY & BENEFITS: Base salary \$19.34 per hour with State of MN benefits package. For benefit information visit www.doer.state.mn.us

APPLICATION DEADLINE: Friday, February 15, 2008

TO APPLY: Submit a completed application form, cover letter and resume to the address below. To request an employment application form, please call 218-759-4361 or download from www.mncourts.gov .

**Jill Hendrickson
Human Resources Coordinator
Ninth Judicial District
616 America Avenue NW, #250
Bemidji, Minnesota 56601
EOE**