# Substance Abuse/Mental Health Court Program Coordinator I, Hourly

**Grade: HO6**

**FLSA: Non-Exempt**

**Date: 5/17**

**Job Summary:** Responsible for the overall operations of the St. Mary's County Circuit Court Family Connections Court Program to include case planning and facilitating participant services. The incumbent reports to the Magistrate for the Family Court.

**Essential Functions:**

1. Coordinates care and accountability for participants;
2. Organizes and attends case staffing meetings of the Family Connections Court team, and attends court hearings;
3. Works collaboratively with treatment, governmental, and community resources;
4. Supervises participants to ensure compliance with court-ordered conditions and reports compliance and/or non-compliance with said conditions of the court;
5. Completes intake process for program participants;
6. Develops policies and procedures for the team and participants;
7. Develops program yearly goals and prepares grant requests;
8. Tracks financial expenditures from multiple funding sources;
9. Act as liaison with treatment providers and other vendors associated with the program;
10. Maintains appropriate data and submits reports as required which are generated from SMART;
11. Performs other duties as assigned.

**Required Knowledge, Skills, and Abilities:**

1. Ability to work with people struggling with addiction, recovery, and or mental health stability;
2. Ability to advocate for participants with treatment and government resources;
3. Ability to maintain systems of accountability for program participants;
4. Ability to gain working knowledge of St. Mary’s County Government policies and procedures;
5. Ability to act as a representative of St. Mary’s County Government and the Circuit Court to the public;
6. Ability to gain knowledge of the judicial system;
7. Ability to effectively communicate with other staff, judges, attorneys, and members of the public;;
8. Ability to keep accurate records;
9. Ability to operate relevant computer systems, including hardware and software, and simple office machines;
10. Excellent communications and analytical skills.

**Education and Experience:**

1. Associate's degree or higher;
2. Substance Abuse/Mental Health Counseling Certification(s) and;
3. One or more years of related experience; or additional education in a specialized area;
4. Or equivalent technical training, education, and/or experience.

**Physical and Environmental Conditions:**

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms.

The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

I certify that this is an accurate statement of the essential functions and responsibilities of this position.

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Department Head Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date