

# BLAINE COUNTY

206 S 1<sup>st</sup> Ave, Suite 300, Hailey, Idaho 83333

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## Job Announcement

**Job Title:** Treatment Court Coordinator  
**Department:** Administrative Services  
**Reports To:** Administrative Services Director  
**FLSA Status:** Full-Time (40 hours/week) / Non-Exempt  
**Starting Pay:** \$30.07-\$33.50

### Blaine County Treatment Court's Mission Statement:

The Blaine County Treatment Court's goals are to reduce overcrowding in the detention center, reduce alcohol and drug abuse and dependency among criminal and juvenile offenders, hold offenders accountable, reduce recidivism, and promote effective interaction and use of resources among the courts, justice system personnel, and community agencies.

### General Statement of Duties:

Provide general administration and overall coordination of interdisciplinary operations for the Adult Treatment Courts in Blaine County, under the management of the Administrative Services Director, and in close communication and collaboration with the ADJ or designee as well as the assigned Treatment Court Judges.

### Primary Job Responsibilities:

#### *Treatment Court Responsibilities (60%):*

- Provides outstanding customer service to all customers, at all times.
- Responsible for communicating and coordinating with treatment court participants and supporting staff members.
- Develops and maintains written policies and procedures to guide the operations of the Treatment Courts in compliance with any statewide guidelines, generally accepted best practices, and the special needs and resources of the local jurisdiction.
- Develops Memoranda of Agreement among various partners in the Treatment Courts outlining mutual expectations, responsibilities, and commitments for the ongoing operations of Treatment Courts.
- Develops, maintains, and distributes a current Participant Handbook of policies, procedures, and requirements of the Treatment Courts.
- Supervises operations of the Treatment Courts, in accordance with established policies and procedures for providing integrated treatment and criminal justice case management to court participants.

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- Compiles necessary participant identification and other data to support the determination of eligibility for participation and assures it is accurately communicated to and considered in admission team meetings.
- Compiles information on participant compliance with conditions of Treatment Court participation and assures it is accurately communicated to and considered in team progress meetings, including preparation of case compliance and progress summaries for court status hearings.
- Attends weekly Treatment Court case meetings and court hearings.
- Maintains accurate files of participants in the Treatment Courts and their compliance with court requirements and their progress in the courts.
- Maintains accurate files of Treatment Court actions related to each participant and progression through the phases of the Treatment Courts.
- Enters or assures entry of participant data into the Odyssey court case management system.
- Submits required treatment authorization forms necessary to obtain treatment reimbursement, where applicable.
- Surveys court participants as well as community partners and stakeholders periodically to obtain feedback on operations and effectiveness of the Treatment Courts.
- Compiles and submits monthly court utilization reports, annual performance reports, and other needed reports to the Idaho Supreme Court.
- Communicates regularly with related community advisory or governing bodies such as Regional Mental Health Boards and Regional Substance Abuse Authorities.
- Facilitates the understanding and resolution of conflicts that may arise in operations of the Treatment Courts.
- Schedules and provides support to regular Treatment Courts team meetings, both for purposes of individual participant case management and for the periodic review and improvement of the operations of the Treatment Courts.
- Provides public information on operations and outcomes of the Treatment Courts through public presentations, Treatment Court brochures or other documents, and, under direction of the Trial Court Administrator and the Administrative Services Director.
- Participates on community or statewide committees or work groups related to the planning, development, management, funding, and/or evaluation of Treatment Courts.
- Participates in community, state level, or other specialized training or educational sessions.
- Coordinates the completion of the application process for prospective participants including gathering of application materials and communicating with attorneys, assessment professionals, and probation officers (depending upon education and experience, may include direct client screening or assessment interviews).
- Provides guidance to involved agencies and to other stakeholders and the public as to eligibility criteria for participation.

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- Collaborates and coordinates with the Trial Court Administrator and Fifth Judicial District Specialty Court Manager to accomplish other duties as assigned.
- Monitors Treatment Courts budget and expenditures.

## ***Social Services Support Responsibilities (20%):***

- Maintains brochures and resources readily accessible for clients.
- Coordinates efforts to identify community resources and organize efforts to provide a full continuum of needed treatment and other social services including substance use disorder treatment, mental health treatment, educational and vocational services, safe and sober housing, ongoing recovery support services, health care, family services, and other beneficial community supports and resources.
- Meets regularly with Treatment Court treatment providers to review services provided, treatment models, resource needs, and linkages with various community support services.
- Facilitates the assessment of participant's cultural or gender-specific needs and issues as well as the development of effective treatments and services to address them and improve participant outcomes.
- Researches available funding opportunities and develops or assists in development of funding requests such as grant proposals.

## ***Court Services Responsibilities (20%):***

- Oversees the collection of court fines, costs, and restitution
- Receipts payments at customer service window.
- Assists with answering telephones and directing calls.
- Cross trains with court clerks to prep cases for upcoming court proceedings.
- Processes returned mail and updates addresses in Odyssey Navigator.
- Cross train with jury commissioner to mail and input jury questionnaires.
- Performs additional duties as assigned by the Administrative Services Director.

## **Job Specifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job responsibilities.

## **Education and Work Experience:**

- Bachelor's degree required in criminal justice, social work, psychology or a related human services field, or public administration; and
- One (1) to three (3) years of experience in a program supervising or providing services to offenders with mental illness or substance use disorders.
- Experience in coordination or supervision of a program having significant interdisciplinary or interagency operation is preferred.

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- Any equivalent combination of education, experience and training which demonstrates the knowledge and abilities necessary to perform the work.

## **Language Skills:**

- Must have the ability to communicate by understanding and speaking the English language; read, analyze, and interpret communications from participants as well as service providers; read, analyze and interpret various government regulations and legal documents.
- Excellent written and verbal communication skills, including e-mail and Internet communications.
- Communicate effectively and sensitively with culturally and economically diverse populations.
- Ability to also communicate effectively in Spanish is a plus.

## **Mathematical Skills:**

- Must have the ability to work with mathematical concepts and apply methods such as fractions, percentages, ratios, and proportions to understand and resolve practical situations.

## **Reasoning Ability:**

- Ability to manage multiple priorities encountered in managing participants and adhering to court procedures and requirements, perform scheduling functions, and meet necessary deadlines.

## **Other Knowledge, Skills, and Abilities:**

- Knowledge of treatment court models, including facilitation of team-based decision-making and problem-solving.
- Knowledge of case management approaches, including drug testing processes, service referral, and available community resources.
- Knowledge of common mental health and substance use disorders.
- Knowledge of the operation of standard office equipment including a personal computer.
- Ability to apply for and research grant and related alternative funding methods, techniques and objectives.
- Ability to effectively utilize conflict resolution strategies.
- Ability to understand, facilitate and work to resolve conflicts among team members or between team members and others.
- Ability to compile relevant information and synthesize it into efficient reports for use by team members in decision making, documenting actions, and carrying out treatment courts operations.
- Ability to develop written policies and procedures, memoranda of agreement, and participant information materials.

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- Ability to apply written guidelines and other policy and procedure to treatment court operations.
- Ability to adequately maintain relevant confidentiality requirements, policies and procedures.
- Ability to assist applicants applying for admission to treatment courts as well as stakeholders to understand eligibility criteria and procedures.
- Ability to monitor treatment services provided to treatment court participants in accordance with agreed upon standards.
- Ability to exercise tact and discretion in obtaining the cooperation of others.
- Ability to provide information to the public about the operations and the outcomes of the treatment courts.
- Ability to manage program operations within financial constraints and assure effective efforts to collect participant fees and other program income and resources.
- Ability to maintain a professional demeanor during stressful or hostile situations.

## **Essential Physical Abilities:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

## **Working Environment**

- Work is generally performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; lifting of office supplies (e.g., binders, case files, exhibits) and work under stress of deadlines.
- Primary work location will be the Blaine County Judicial Building with occasional travel to Twin Falls and other locations as needed for meetings and trainings.

## **Equal Opportunity Employer:**

Blaine County is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act)

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expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. Employee may be asked to perform other duties as required.

**To Apply:** Complete the Blaine County Application for Employment online at <https://www.co.blaine.id.us/243/Human-Resources>. All required sections must be completed and include a cover letter and resume. Please direct questions to Human Resources at [hr@co.blaine.id.us](mailto:hr@co.blaine.id.us).

***Applications will be accepted until position is filled.***