**Judicial Branch**

**Adult Co-Occurring Drug Treatment**

**Court Coordinator**

**Nature or Work:**

The coordinator directs the coordination of the Missoula Co-Occurring Treatment Court Cases in Municipal, Justice and District Court by performing case management, program, planning, treatment planning and advocacy work.

**Essential Functions: (**Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed)

* Develops and maintains a current written treatment plan for each treatment court participant.
* Develops written policies and inter-governmental and inter-agency agreements and court forms. Drafts notices, memoranda and affidavits.
* Coordinates training sessions on topics relevant to the treatment of persons with mental illness within the criminal justice system.
* Develops, implements, monitors and evaluate individual participant treatment plans, including arranging for evaluations and assessments.
* Monitors and reports participant progress to the court.
* Collects data for on-going program evaluation.
* Develops and utilizes assessment and screening tools.
* Provides crisis intervention.

**Knowledge, Abilities and skills:**

Considerable knowledge of mental health and chemical dependency disorders.

Considerable knowledge of community and social service resources in the Missoula area.

Considerable Knowledge of the methods, practices and procedures of case management, including assessment and case monitoring.

Considerable knowledge in assessment and case monitoring; the needs of minorities and other cultures, including the culture of poverty.

Working knowledge of District, Justice and Municipal Court criminal proceedings and crisis intervention.

Skill in computer data entry and the use of personal computer using standard applications including work processing and database.

Skills in active listening and interviewing skills.

Ability to work independently and be self directed.

Ability to gather and analyze data.

Ability to organize systems and handle multiple demands.

Ability to work effectively with a broad range of persons including hospital staff, mental health, chemical dependency and medical providers, ancillary service providers, law enforcement, judges, court personnel, families of participants and the general public.

Ability to develop and maintain effective working relationships with a variety of people, including difficult individuals.

Ability to be flexible and able to respond to new client needs, new resources and referral challenges.

Ability to communicate effectively and non-judgmentally in the English language orally and in writing.

**Working Conditions:**

Work is routinely performed in an office setting. Requires frequent bending and some light lifting. Crisis intervention work may involve exposure to potentially dangerous situations.

**Physical Demands:**

Sitting for long periods, standing, bending, stooping, reaching, climbing stairs, lifting, moving and carrying light to medium objects and operating office equipment.

**Qualifications:**

The position requires two years experience in mental health and chemical dependency disorders, report preparation and a bachelor’s degree from an accredited college or university in social work or the human services field. Experience may substitute for degree. Must be able to work well in a team-oriented environment and be self-motivated.

**Licensure and Certification Requirements:**

Possession of or ability to obtain a valid Montana driver’s license; proof of insurance if using a personal vehicle on state business.