

**VERMONT JUDICIAL BRANCH**  
**TREATMENT COURT COORDINATOR**

**Court:** Criminal

**Supervisor:** Planning & Court Services

**Job Code:** 94297J

**Exempt/Non-exempt:** Non-Exempt

**Pay Grade:** 23

**Union Eligible:** Yes

**PURPOSE:**

The position involves administrative, coordination, and technical responsibilities in the Vermont Judiciary's drug treatment courts. Responsibilities include coordination of community service providers who work towards intervening and breaking the cycle of substance abuse addiction and crime. Responsibilities include but are not limited to, coordination of grant activities, facilitation of meetings, encouraging best practices across services, the collection of data and documentation to measure performance and outcomes, and manage the day-to day operations of the treatment court, which includes tracking cases and records retention. Extensive interaction with judicial officers and judicial branch staff, representatives from other branches of government and various public and private groups will occur.

**ESSENTIAL JOB FUNCTIONS:**

- Coordinates and implements the day-to-day activities of the treatment court docket;
- Manage and resolve conflicts between parties;
- Collects, coordinates, and reviews data using an MIS to measure compliance with interagency MOU's, ensures performance outcomes are met under established policies and procedures, and works closely with program evaluator;
- Research, compile and write reports describing progress and funds;
- Plans, implements, and monitors the daily court schedule and ensures the treatment court docket is implementing best practice while serving the appropriate target population;
- Ensures maintenance of accurate court records and timely preparation of court cases including notices of hearings, transport orders, docket entries and conditions of release, interpreters, and accommodations for physically challenged participants, and addressing other needs as they arise;
- Works well with court staff to ensure that the appropriate cases are identified and transferred into the treatment court docket;
- Maintains cooperative customer service oriented relationships with program service providers including, treatment agencies, community organizations, probation department, defense counsel, prosecution, judicial officers, and other court staff, promoting program integrity;
- Assists the judge in monitoring participants' compliance, treatment court docket efficiency, and monitoring internal and external quality assurance;
- Convenes and facilitates team meetings including developing the agenda and taking minutes. Organizes and facilitates interdisciplinary training; participates in conferences, community presentations.
- This position is responsible for all duties defined and other duties as assigned such as training other employees.
- The job entails the operation of various types of electronic equipment and new equipment may be introduced at any time.

Ensures that team and treatment providers adhere to program policies and protocols, as well as to 42 C.F.R. Part 2, HIPAA, and other Federal and State confidentiality laws.

**OTHER DUTIES AND RESPONSIBILITIES:**

- Performs related duties as required.

The above statements provide the general nature and level of work performed by employees of this classification. It is not intended to be an exhaustive list of all the responsibilities, duties and skills required of this classification. Actual assigned duties may differ due to the varying needs of the Judiciary.

**MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:**

(Required to perform the essential functions of the job.)

Education: Bachelor's Degree (Public Administration, Business Administration, Public Health, Health Administration, Criminal Justice, Sociology, Behavioral Science, Social Work, Psychology preferred).

Experience: One year in a judicial/legal or social services setting with administrative duties or two years in social work, counseling, or related field with administrative duties, or one year in drug court administration.

OR

Education: Associate's Degree in Criminal Justice, Public Administration or related field.

Experience: Three years in a judicial/legal or social services setting with administrative duties or three years of work in counseling, social work or related field with administrative duties, or three years of work in drug court administration.

Additional years of related judiciary experience, or experience as defined above may be substituted for a bachelor's degree on a semester for six months basis.