

7th District Accountability Court Director Job Description

PREFERRED MINIMUM QUALIFICATIONS: Bachelor's Degree in Criminal Justice, Psychology or related field, and/or a minimum of five (5) years of experience working in a management or supervisory capacity, preferably in court mandated program services, counseling services or a related field, including experience working with the criminal justice population and counseling/case management. Graduate level education may be substituted for some years of experience. Academics and/or professional experience establishing competency in statistics, research, and evidence-based practices for offenders and high-risk populations preferred. Direct experience and knowledge of the accountability court model, substance abuse treatment and community health disciplines is highly desirable.

ESSENTIAL FUNCTIONS: *The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required or assigned.*

Under limited supervision, manages and coordinates all Seventh District Accountability Court services to ensure compliance with State and local standards, certification requirements, policies and procedures. Works closely with program coordinators to maintain the effectiveness and integrity of the programs. Assists with negotiations and monitors treatment and ancillary service contracts. Develops resource and funding strategies, including the pursuit of federal and state grant opportunities.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

The Director will work with the courts to obtain and manage grants, find opportunities for the courts to reduce cost and promote university relationships and regional research projects to enhance programs' evaluation efforts and increase defensible data for advocacy.

The Director attends or conducts staff and other professional meetings to exchange information; attends technical or professional seminars or conferences to improve technical or professional skills, and/or to network with peers; and works to provide training to the accountability courts.

The Director will develop relationships and coordination strategies with appropriate governmental and nonprofit entities (BHS, universities, United Way, ATTC, SAMHSA, NADCP, etc.) to increase the profile of accountability courts and leverage resources.

The Director is an advocate for the accountability courts in the community and, as such, communicates the goals, benefits and successes of the programs.

The Director will help with the creation of new courts and will assist existing courts as needed.

The Director will encourage relationships among the Seventh District Accountability Courts and will maintain a local website and listserv.

The Director will assist with the lab as needed.

This is a (48) month grant funded, non-civil service/merit system position, starting January 15, 2019. Starting salary is \$75,000. To apply, please send your resume and cover letter to the District Court Administrator at jovercash@7jad.com. The closing date for this position is December 21, 2018.