



SUPERIOR COURT OF DEKALB COUNTY

404-371-4901

FAX 404-371-2002

Judicial Branch Vacancy

Veterans Treatment Court Coordinator

(Merit-exempt position in Superior Court)

Annual Salary Range: **\$49,800** (This is a grant funded position) Closing Date: **Open until Filled**

Benefits: 10 holidays; 15 days vacation; 13 days sick leave; medical group insurance options; pension plan; deferred compensation plan.

Physical Ability: Successful completion of a job related physical examination by a County Examining Physician is required. DeKalb County does not discriminate on the basis of disability.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Criminal Justice, Psychology or other related field; experience working in a court program, counseling services or a related field, including experience working with the criminal justice population and counseling/case management. Veterans and others with knowledge of available treatment services for Veterans are desirable. Academic and professional competency in statistics, research, and evidence based practices for offender and high-risk populations preferred. Direct experience and knowledge of the accountability court model, military and veterans services; substance abuse and mental health treatment; as well as 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 supervision of the Accountability Courts Director, the employee manages and coordinates all Veterans Treatment Court services to ensure compliance with State and local standards, certification requirements, policies and procedures. Has primary responsibility for planning, organizing, directing and evaluating all components of the Veterans Treatment Court program to ensure optimum efficiency and effectiveness. Fully participates as a Veterans Treatment Court team member. Trains, assigns work, and supervises assigned program and support staff. Recruit veterans to serve as mentors to program participants; develops written protocols, procedures and program literature. Works closely with treatment providers to maintain the effectiveness and integrity of the program; develops and maintains a record keeping system which ensures the appropriate level of confidentiality, while providing accurate, pertinent and timely information.

Work Schedule: Generally, Monday through Friday. However, the employee may be required to work regularly on various shifts as deemed necessary by the employing department.

Submit cover letter and resume, including professional references and salary history to **Fredericka Dent, at DeKalb County Superior Court, 556 N. McDonough St., Suite 440, Decatur, Georgia 30030, or via email to: fsdent@dekalbcountyga.gov**. Only qualified candidates will be contacted.

