

<b>Opening Date:</b>	December 22, 2011	<b>Closing Date:</b>	Open Until Filled
<b>Job Title:</b>	Drug Court Coordinator	<b>Position Type:</b>	Temporary Full Time
<b>PIN:</b>	840105	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	District 1, Baltimore City Baltimore, Maryland	<b>Flat Salary:</b>	\$26.93 per hour (This is a Grant Funded Position with No State Benefits)
<b>Financial Disclosure:</b>	Yes		

**Essential functions:** Under the auspices of the Office of Problem-Solving Courts the Administrative Office of the Courts, the Drug Court Coordinator will be responsible for overall planning, management oversight and daily operations of the Drug Court Program in District 1, Baltimore City. Administers and maintains records of all OPSC grant awards. Ensures the timely and accurate delivery of the grant reports to the Office of Problem-Solving Courts. Researches, writes, and acquires internal and external grant funding. Manages program budget and submits quarterly financial and statistical reports. Performs needs assessment involving program related training and improvements. Supervises a team of Drug Court Case Managers. Assigns cases for case management. Reviews work completed by staff. Oversees personnel actions and training of staff. Conducts weekly/bi-weekly meetings with team. Participates in court proceedings. Communicates with outside agencies and organizations, establishing sustainable relationships on behalf of the program. Performs all other duties as assigned.

**Education:** Bachelor's Degree from an accredited college or university.

**Experience:** Three years of progressively responsible administrative experience to include project or program management, in the field of addictions, human/family services, health services, public safety or law enforcement, court management.

**Preferred:** Previous experience managing/supervising large scale projects or programs

**Note:** This position will not act in a clinical capacity and supervision hours will not be offered if applicant requires clinical licensing hours. Licenses and Certificates are not a requirement for employment.

**Skills/Abilities:** Knowledge of accounting principles related to budgeting and management of program funds. Knowledge of the general provisions affiliated with substance abuse and mental health services, correctional/community supervision requirements. Ability to write, research and monitor internal and external grants. Ability to assimilate within the court process, adhere to established protocols, manage deadlines, provide a high level of customer service and disseminate information accurately and appropriately to participants and the public. Ability to think critically about the population and utilize program data and research to address service trends as well as participant and program needs appropriately. Ability to complete legal and field research. Ability to remain current with changes and emerging tools in the field of Problem-Solving Courts. Ability to learn and oversee data input into assigned management information systems within the Problem Solving Court and external granting agencies. Ability to exercise a high degree of confidentiality, judgment, tact, diplomacy and competence in dealing with Judges, attorneys, court personnel, service providers, the public and participants. Ability to accept and adapt to change in work environment, policies and procedures. Ability to multi-task, work independently and manage a flow in program activity as well as start up and operations of new PSC within the same court. Ability to create and maintain critical relationships with organizations and work to enhance the PSC team, business and community partners to accomplish the program goals. Ability to communicate effectively, in writing and orally. Ability to facilitate meetings and give presentations. Ability to perform the essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) stating position title, location and PIN number. You may also include with your application, a cover letter and resume. Materials must be received in the Human Resources office at the address below by 4:30 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401

**The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.**