

OTTAWA COUNTY COURT OF COMMON PLEAS

Job Title:	Specialized Docket Program Coordinator
Immediate Supervisor:	Common Pleas Judge
Job Status:	Full-time, 35 hours/week
Pay Range:	Commensurate with experience

Job Summary

Under direction of the Common Pleas Judge, this position serves as the DATA (Drug Addiction Treatment Alliance/Drug Court) Program Coordinator. The DATA Program is an adult, felony level Specialized Docket that targets Offenders with drug and alcohol addiction.

Work is performed in the Ottawa County Courthouse and various locations throughout the county. The position may occasionally require working evenings and weekends; some travel may be required.

The duties include, but are not limited to:

- Coordinating and performing all of the day-to-day operations of the DATA Program
- Meeting regularly with participants and monitoring compliance and progress
- Performing home visits
- Developing individualized case plans
- Meeting with judges, prosecutors, defense attorneys, probation officers, and/or treatment providers to coordinate services
- Maintaining participant files and progress reports
- Attending and facilitating weekly treatment team meetings and Status Review Hearings
- Scheduling Review Hearings and maintaining a calendar for the docket
- Managing incentives and sanctions
- Screening for placement in the program
- Processing program applications and making recommendations to the treatment team regarding placement
- Ensuring compliance with Supreme Court of Ohio specialized docket certification
- Performing grant reporting and administering grant services
- Generating program statistics
- Assisting the Court in coordination of substance use and mental health services for individuals not enrolled in the Specialized Docket Programs
- Serving as liaison between the program and the public
- Providing presentations on Specialized Docket Programs
- Assisting with coordinating programs related to the Specialized Dockets
- Performing all other job duties, as required

Minimum Qualifications for Employment:

1. College degree required with coursework in psychology, social work, or related field.
2. Proficient with Microsoft Office and possess the ability to enter data.
3. Must maintain a valid Ohio driver's license and current automobile liability insurance throughout employment.
4. Must be able to pass a criminal background check and drug and alcohol testing.

Essential Knowledge, Abilities and Skills:

1. Must be self-motivated and able to work independently with little or no supervision and take initiative.
2. Ability to exercise good judgment, decisiveness, and creativity in varying situations.
3. Must possess good oral and written communication skills, ability to maintain effective working relationships with clients, Court staff, community stakeholders, and the public.
4. Experience and/or understanding of the workings of the Court and Criminal Justice System preferred
5. Good organizational skills and ability to maintain records and client files, along with maintaining confidential and sensitive information.
6. Knowledge and understanding of substance abuse and mental health issues.
7. Knowledge and understanding of addiction and mental health and chemical dependency assessment and treatment resources.
8. Knowledge of community resources.

Please send resume, cover letter, and application to kritzler@co.ottawa.oh.us. Applications can be accessed [here](#). Mailed and in person applications will not be accepted. The Application period is open between Friday, April 2, 2021 to Friday, April 16, 2021 at 4:30 pm.