



DAKOTA COUNTY
Employee Relations
Administration Center, 1590 Highway 55
Hastings, MN 55033-2372
651-438-4568

<http://www.dakotacounty.us>

**INVITES APPLICATIONS FOR THE POSITION OF:
Adult Drug Court Program Coordinator**

An Equal Opportunity Employer

SALARY

Salary: See Position Description

OPEN DATE: 04/30/15

CLOSE DATE: 05/15/15

POSITION

ADULT DRUG COURT PROGRAM COORDINATOR - Job # 3531.15.001

POSTING TYPE: External

DEPARTMENT: Community Corrections

HOURS: Full-time

HIRING RANGE: \$62,319.00 - \$70,109.00/year

LOCATION: West Saint Paul, MN

UNION: AFSCME 450

CLOSE DATE: 4:30 p.m. on 5/15/2015

THIS RECRUITMENT REQUIRES THE COMPLETION OF SUPPLEMENTAL QUESTIONS WHICH MUST BE RECEIVED WITH THE APPLICATION MATERIALS NO LATER THAN 4:30 P.M. ON THE CLOSING DATE.

Reporting to the Community Corrections Unit supervisor, the Adult Drug Program Coordinator will provide community based supervision/case management for high risk adult offenders in Drug Court who have substance abuse issues and related criminal offenses (approximately 50% time) along with court and management level reporting, and program coordination.

Provide oversight and administrative support to key department programs or contract initiatives. The oversight includes monitoring of contract issues and quality assurance, budget evaluation, data reporting, program development and implementation of action steps, and handling of referrals. The Program Coordinator participates in weekly Drug Court Team Meetings and court appearances and works closely with the Drug Court Probation Officer. The Program Coordinator will be familiar with and utilize evidence based practices in their work as Program Coordinator.

MINIMUM QUALIFICATIONS

Baccalaureate degree in Corrections, Criminal Justice, Sociology, Psychology, Social Work, Education or related behavioral science field AND three years professional experience in Corrections or Human Services.

- Or an equivalent combination of education and experience to total a minimum of seven years.
- Required license(s): Valid driver license

PREFERRED QUALIFICATIONS BEYOND MINIMUM REQUIRED:

- Masters Degree in Corrections, Criminal Justice, Sociology, Psychology or Social Work and professional level experience working in community based corrections as a probation officer.

DUTIES & RESPONSIBILITIES

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks in any position of this classification. Regular attendance according to the position's management approved work schedule is required for all positions.

1. Coordinate program-specific services:

- Review all new referrals to determine appropriateness and make sure all paper work is complete
- Review case to determine best program, therapist, or facilitator (based on principles of responsivity)
- Contact program, therapist, or facilitator in regard to new referral
- Coordinate all paper work and payments
- Leads weekly team meetings
- Attends weekly drug court sessions

2. Data collection, data base maintenance and reporting

- Collect all data on each case
- Follow through with appropriate source to collect any missing data
- Develop and maintain data base
- Enter all data on data base
- Provide quarterly report information

3. Provides ongoing program support and updates

- Attends unit and section meetings to provide training and information on program and services
- Works with management to develop program grids and guidelines

4. Leadership Responsibilities

- Promotes constructive dialogue to advance mission-based practices.
- Increases staff knowledge and skills through mentoring others.
- Provides leadership for inter-department, intra departmental and/or multi-disciplinary committees or task forces by functioning as chair or contributing content/process expertise.
- Participates in the development/delivery of department training.
- Demonstrates support and commitment to department initiatives by taking a leadership role.
- Responsible for seeking and providing ongoing interdisciplinary training for drug court team members
- Promotes support and recognition for drug court by providing information about the program to community organizations

5. Complex Case Review

- Identifies "red flags" and key issues upon initial case assessment and through ongoing case review.
- Demonstrates clinical knowledge and proficiency/advanced techniques when interacting with offenders and collaterals.
- Provides assistance and consultation to other staff in management and supervision of complex cases

6. Program & Policy Responsibilities

- Assesses and make recommendations for integration of policy or program changes into current practice.
- Revises/develops written materials, tools or forms to support program policy.
- Assists in the implementation of program/project/policy.
- Researches, designs, plans, drafts and/or evaluates program/ project/policy.
- Completes verbal or written reports.

KNOWLEDGE, SKILLS & ABILITIES AND WORK ENVIRONMENT

- Knowledge of the evidenced based practice related to risk, need responsivity
- Knowledge of mission based principles and practices
- Skills in motivational interviewing

- Ability to assess client needs and risks and organize information in a systematic manner
- Knowledge of substance abuse and professional work experience with substance abusing individuals
- Knowledge of systems or ecological approach
- Above average verbal and written communication skills
- Knowledge of program development, implementation, and evaluation
- Knowledge of resources available to adults in the community
- Ability to engage and establish rapport with all client systems
- Computer skills

WORK ENVIRONMENT: Work is performed in a County office building, Adult Correctional Facilities, in the community, client homes, etc. Some travel is required. Lifting requirement of up to 20 pounds on an occasional basis. Exposure to hazardous materials such as chemicals, blood, and other body fluids. Equipment used may include, but is not limited to, computer, printer, calculator, telephone, BCA, breathalyzer, EHM equipment, Dictaphone, UA collection materials, pager, CSTS, TCIS, camera and copy and fax machines. Pursuant to Dakota County Policy and Procedures Manual Section 3102 (L), this position is designated as Safety Sensitive.

SELECTION PROCESS: The examination/selection process for this classification will consist of a rating of your training and experience from the application materials submitted. The top scoring candidates will be forwarded to the hiring department for further consideration.

Dakota County Employee Relations

www.co.dakota.mn.us

Main Number 651.438.4435 (contact 8 a.m - 4:30 p.m. Monday - Friday)

APPLICATIONS MAY BE OBTAINED AND SUBMITTED ONLINE AT:

<http://www.dakotacounty.us>

OR

Dakota County Employee Relations - Administration Center
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Hastings, MN 55033-2372
651-438-4568

EXAM #3531.15.001
ADULT DRUG COURT PROGRAM
COORDINATOR
GM

Adult Drug Court Program Coordinator Supplemental Questionnaire

1. **Please ensure you answer all questions and follow all instructions carefully. Errors or omissions may affect your rating. When answering the questionnaire, remember that your experience or education is subject to verification and we may also ask you to provide specific examples or documentation of experience or education to support your answers.**

- * 2. Minimum Qualifications screening - Do you have a Bachelor's degree or higher in Corrections, Criminal Justice, Sociology, Psychology, Social Work, Education or related behavioral science field **AND** 3 years or more of professional work experience in corrections, human services or related behavioral science field.

- Yes
 No

- * 3. Do you have a valid driver's license?

- Yes
 No

- * 4.

Do you have a Bachelor`s degree in Corrections, Criminal Justice, Sociology, Psychology, Social Work, Education or related behavioral science field?

- Yes
 No

- * 5. List your completed Bachelor's degree(s), date of completion and area of specialization. If you do not have a completed degree type "none" in the space provided.
- * 6. Do you have a Master`s degree or higher in Corrections, Criminal Justice, Sociology, Psychology, Social Work, Education or related behavioral science field?
- Yes
 No
- * 7. List your completed Master's or higher degree(s), date of completion and area of specialization. If you do not have a completed degree type "none" in the space provided.
- * 8. Do you have three years or more full-time (40 hours per week) PROFESSIONAL level (i.e. case planning, case management, appearing in court) work experience in corrections, human services or related behavioral science field? If you worked part time at the PROFESSIONAL level, please convert to full time equivalency, i.e. twelve months of 20 hours per week equals six months of full time equivalency. Any experience that you claim here must be on your application or you will not receive credit for this experience. Please note that providing assistance to primary staff may not count as PROFESSIONAL level work.
- Yes
 No
- * 9. Briefly describe your three years or more PROFESSIONAL work experience in corrections, human services or related behavioral science field. If you do not have this experience type "none" in the space provided.
- * 10. Have you completed 400 hours or more as an intern and/or volunteer in a community corrections or court services agency? Any experience that you claim here must be on your application or you will not receive credit for this experience.
- Yes
 No
- * 11. Briefly describe your intern or volunteer experience in a community corrections or court services agency. Type "none" in the space provided if you do not have this experience.
- * 12. Check all that apply regarding work you have performed in a PROFESSIONAL capacity? Any experience that you claim here must be on your application or you will not receive credit for this experience.
- Risk Assessments (YLSI, LSI-R)
 Case plans
 Offender progress reports/memos
 Reports to the court about an offender
 Pre-sentence/pre-plea/post-sentence investigations
 Chemical Dependency treatment reports

- Institutional log/case entries
 - Administrative/policy reports
 - I do not have experience, but I am willing to gain it.
- * 13. Select the electronic information systems you have used for at least 3 months. Check all that apply.
- Microsoft Outlook
 - MNCIS
 - CJIS
 - SSS
 - BCA/NCIC
 - JAAMS
 - CSTS
 - I do not have experience, but I am willing to gain it.
- * 14. Have you completed training in any of the areas listed below? Check all that apply. Any experience that you claim here must be on your application or you will not receive credit for this experience.
- Motivational Interviewing
 - Effective Case Management
 - Cognitive Skills/restructuring curriculums
 - Risk Assessments (YLSI, LSI-R)
 - Drug Court or Problem Solving Court
 - I have not completed any of the training listed above, but I am willing to gain it.
- * 15. Indicate below your months of (full time equivalency) experience working with ADULT offenders in a community corrections, probation or chemical dependency treatment environment. Any experience that you claim here must be on your application or you will not receive credit for this experience.
- Less than 6 months
 - 6 - 12 months
 - 1 - 3 years
 - More than 3 years
 - I do not have this experience, but I am willing to gain it.
- * 16. Briefly describe your experience working with adult offenders in a corrections, probation or chemical dependency treatment environment. Type "none" in the space provided if you do not have this experience.
- * 17. Indicate the level of knowledge you have regarding the court and related legal procedures as they pertain to corrections. Check one. Any experience that you claim here must be on your application or you will not receive credit for this experience.
- I have limited knowledge.
 - I have a general familiarity, but no hands-on experience.
 - I have limited hands-on experience.
 - I have hands-on experience.
 - I can deal comfortably and independently with any question or situation.
 - I do not have this experience, but I am willing to gain it.
- * 18. Please initial the box below to CONFIRM that the information provided is accurate and true to the best of your knowledge. Falsification may result in disqualification from consideration for this and subsequent recruitments with Dakota County for up to three years.

* 19. If selected for this position, what would be your minimum acceptable salary?

20. Your response to this question will help Dakota County evaluate the effectiveness of recruitment sources for this specific position. You may have been asked this question in the Agency Wide Questions but we would ask you to please complete this question here as well. Please select the **one** source that most closely describes how you first learned about this opportunity.

- Dakota County Website
- Job Interest e-mails from Dakota County
- Careerbuilder
- College Website, Instructor, Career Services
- JobsInMinneapolis/StPaul
- League of Minnesota Cities
- MN Association of Counties
- Minnesota Council of Non-Profits
- Minnesota Works Website
- Monster
- InDeed
- Social Media (LinkedIn, Mad Mimi)
- Job Fair or Dakota County Event
- Professional Association Website
- I am a former employee of Dakota County
- Referred by A Dakota County Employee
- Friend, Family or Colleague
- Other

* 21. If you selected Other, please indicate where you heard about this opportunity with Dakota County.

* Required Question