

Job Description

Job Title: Court-Supervised Treatment Program Manager **Prepared By:** County Assessor

Classification: Full-time

Prepared Date: May 12, 2015

Department: ACCSTP

Approved By: Human Resources

Reports To: Commissioners

Approved Date: 2/3/2016

Location: 501 E. Ivinson

FLSA Status: Exempt

Job Summary:

- Administers and oversees Albany County Court Supervised Treatment Program (ACCSTP) operations including case management, treatment, probation and parole, and court activities. Works closely with Team Members: Supervision Agent, Treatment Providers, Prosecutor, Defense Attorney, ACCSTP Magistrate, and Law Enforcement.
- Supervises and assists in recruitment, training and evaluation of Albany County Court Supervised Treatment Program staff and processes, including case management. Oversees the orchestration of treatment, probation, court, and case management services for program participants.
- Coordinates the complete assessment of offenders referred for admission. Provides oversight, direction, and coordination of programs for individual participants; monitors Court activities for program participants; collects participant program fees.
- Ensures compliance with Federal and State statutes, regulations, and local policies and procedures governing program operations. Responsible for completing and filing all statistics, reports, etc. with the State Government in conjunction with the Court Supervised Treatment Program Grant. Oversees court requirements as set out in ACCSTP contract with Department of Health, Substance Abuse Division. Completes monthly reports for Department of Health, Substance Abuse Division; Develops and administers departmental budget; monitors expenditures. Prepares grant applications and administers grants in accordance with funding requirements. Coordinates the preparation of ACCSTP contracts and oversees the annual evaluation process. Manages vendor accounts and oversees the purchasing of departmental supplies. Prepares and maintains a variety of departmental administrative and financial records and documentation. Compiles statistical data and responsible for entry of minimum data set into the Wyoming Service and Analysis Center (WYSAC) case management system.
- Serves on committees as appointed or assigned; contributes to the development of the state-wide internet based case management system and community-wide recovery and rehabilitation efforts.
- Identifies case management resources by visiting the local jail, community hospitals, community residences, and local emergency services to address program participants' medical, psychiatric, substance treatment, mental health, social, educational, vocational and other services. Provides case management for participating offenders and monitors progress and arranges for clinical evaluations, psychiatric consultations, psychological testing, functional assessments, all based on rehabilitative and social needs. Assists program participants in learning to use fiscal

resources through budget planning, and instruction in spending, and assisting with applications to entitlements; Prevents and/or resolves developing crises to avoid unnecessary use of emergency rooms, detoxification, in-patient treatment and re-hospitalizations. Plans and coordinates the ACCSTP's in-house and community activities; serves as primary contact for all participating community agencies.

- Coordinates communication between the Court and the Treatment Providers through both written and verbal means in a timely fashion; Prepares and submits timely progress notes on each participating offender to Judge/Magistrate and specified Attorneys. Addresses questions posed by the Judge in open Court regarding treatment and progress updates and make recommendations regarding any alternatives.
Creates and disseminates data reports to the ACCSTP Team members. Prepare files for statues hearings, and process orders of the court.
- Conducts public relations activities related to the Drug Court;
- Preparation of ACCSTP related forms/documents (i.e. commitments, releases, community service...) for appropriate signature(s).
- Participates fully as an ACCSTP Team member, including participation in operational meetings, management meetings and other ACCSTP meetings.
- Liaison for State of Wyoming Court Supervised Treatment Coordinator, Wyoming Drug Court Association, Treatment, Management Team, Albany County Detention Center, Department of Corrections, and Community Agencies.
- Keep team members apprised of training available, and ensure continuous access and adherence to to evidenced-based models/training in Drug/DUI Court specific research and protocol.
- The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. Other duties as assigned.

Qualifications/Requirements: Bachelor's or Master's degree in the Human Service Field. Possession of a valid Wyoming State Driver's License. Prefer 2-3 years full time experience.

Education/Training/ Experience: Knowledge of case management, crisis intervention, and effects of addiction on an individuals and family systems. Good knowledge of the judicial system, able to access community resources as well as strong command of writing and speaking with courtesy and good judgment. Appropriate maintenance of confidential records is a must.