



TWIN FALLS COUNTY
invites applications for the position of:
**Problem Solving Court
Coordinator**

SALARY: \$22.21 Hourly

OPENING DATE: 11/19/20

CLOSING DATE: 11/30/20 10:00 PM

POSITION INFORMATION:

Apply online on www.twinfallscounty.org

JOB DESCRIPTION:

Provide general administration and overall coordination of interdisciplinary operations for one or more Adult Problem Solving Court(s) in a specified Judicial District, under the management direction of the District Trial Court Administrator and in close communication and collaboration with the assigned Problem Solving Court Judge(s)

DUTIES / RESPONSIBILITIES:

QUALIFICATIONS:

Knowledge of:

- Problem solving court models, including facilitation of team based decision-making and problem solving
- Case management approaches, including drug testing processes, service referral, and available community resources
- Common mental health diagnoses and addiction
- Conflict resolution strategies
- Operation of standard office equipment including a personal computer
- Grant and related alternative funding methods, techniques and objectives
- Relevant confidentiality requirements, policies and procedures

Skills and abilities to:

- Communicate effectively verbally and in writing
- Develop written policies and procedures, memoranda of agreement, **and** participant information materials
- Apply written guidelines and other policy and procedure to local problem solving court(s) operations
- Assist applicants applying for admission to problem solving court(s) and assist stakeholders to understand eligibility criteria and procedures
- Compile relevant information and synthesize it into efficient reports for use by team members in decision making, documenting actions, and carrying out problem solving court(s) operations
- Monitor treatment services provided to problem solving court participants in accordance with agreed upon standards

- Facilitate understanding and resolution of conflicts among team members or between team members and others
- Communicate effectively and sensitively with culturally and economically diverse populations
- Exercise tact and discretion in obtaining cooperation of others
- Manage multiple priorities encountered in managing participants and adhering to court procedures and requirements, perform scheduling functions, and meet necessary deadlines
- Provide information to the public about the operations and the outcomes of the problem solving court(s)
- Manage program operations within financial constraints and assure effective efforts to collect participant fees and other program income and resources
- Maintain a professional demeanor during stressful or hostile situations

Typically, competence in performing the identified duties is demonstrated through

- a bachelors degree in criminal justice, social work, psychology or a related human services field, or public administration and five years of experience in a program supervising or providing services to offenders with mental illness or substance use disorders, or
- a masters degree and three years of relevant experience.

Experience in coordination or supervision of a program having significant interdisciplinary or interagency operation is preferred.

County-specific hiring considerations may apply. The County may reserve the right, at the discretion of the appropriate appointing authority, to waive any of the minimum qualifications for those applicants whose general or specific qualifications would otherwise qualify the applicant for the position or lead the appointing authority to believe that the applicant is capable of performing the assigned duties and fulfilling the assigned responsibilities.

The County hiring authority will seek input from the Statewide Drug Court and Mental Health Court Coordinator in the hiring process for this position

If you need reasonable accommodation in participating in and/or completing the County's application process, contact Human Resources at (208) 736-4174. For the hearing impaired, please contact Idaho Relay (TTY) at 1-800-377-3529.

Per Idaho Code, Title 65, Chapter 5, Twin Falls County will afford a preference to employment of veterans. If claiming veteran's preference, you must attach or otherwise submit a copy of your DD-214 to your application.

EEO / VETS / DRUG FREE WORKPLACE

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.twinfallscounty.org>

Position #202000073
PROBLEM SOLVING COURT COORDINATOR
KG

P.O. Box 126
Twin Falls, ID 83303
208-736-4174

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