

LIVINGSTON COUNTY JOB DESCRIPTION

RESOURCE COORDINATOR

Supervised By: Specialty Courts and Programs Administrator

Supervises: No supervisory responsibility

Department: Central Services Judicial Center

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Specialty Courts and Programs Administrator, is responsible for managing the day-to-day functions of the Adult Drug Court, IT Mental Health Court, and Veterans Treatment Court. Works in close cooperation and as an active team member with judges, court personnel, prosecutors, defense attorneys, and staff from various social, health, education and related agencies to meet participant needs in the Livingston County Adult Drug Treatment Court, IT Mental Health Court, and Veterans Treatment Court and ensures program compliance. Has direct contact with jail and/or community-based offenders.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Participates actively as a member of the Adult Drug Court, IT Mental Health Court, and Veterans Treatment Court teams and works collaboratively with members of each team to meet program and participant goals.
2. Conducts fact-to-face intake and orientation on new referrals in or out of the jail and provides each prospective participant with program requirements and benefits to ensure understanding of the Program
3. Develops plans and finds resources for each participant's unique situation. Assists the participants with planning, goal setting, implementation, and obtaining medical insurance through Medicaid or works with other agencies to ensure medical coverage.
4. Makes referrals for ancillary services based on participants' needs.
5. Ensures screenings and assessments are completed and communicated to the team to assist the team in determining program eligibility.
6. Communicates participant needs with the team.

7. Verifies all program documentation is in order with judicial staff.
8. Acts as a linkage between the team, treatment, and any necessary services to ensure all contacts and referrals are properly documented and accurately reported.
9. Attends and participates in team meetings to discuss various court-related issues including client compliance and coordination of services.
10. Creates agendas and other documents for team staffing.
11. Tracks and enters all required data into DCCMIS and other databases, as required.
12. Reconcile invoices for services following departmental processes.
13. Attends workshops and trainings to stay current with legal and treatment requirements.
14. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's degree in criminal justice, social work, psychology, or sociology, or related field and three years of experience in a social service setting
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- Michigan Vehicle Operator's License.
- Good analytic skill and the ability to suggest new and improved administrative techniques as well as quickly grasp the fundamentals of administrative systems for the Adult Drug Court, Mental Health Court and Veterans Treatment Court program.
- Working knowledge of office procedures, file setup and maintenance, bookkeeping principles and application and administrative support techniques.
- Skill in effectively communicating assigned areas of responsibility orally and in writing and working within a team concept.
- Strong skills in proofreading, performing arithmetic calculations, maintaining accounts and records and following and suggesting refinements to procedural systems.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, prisoners and program participants, representatives of other governmental units and the judicial system, professional and social services contacts, elected officials and the public.
- Demonstrated skill and experience in the use of office equipment and technology, including Microsoft Suite applications and the ability to master particular software programs utilized by the courts, and new technologies.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate, but the employee must occasionally travel to other locations including possibly the County jail, where environmental conditions may differ.