

**OKANOGAN COUNTY COMMISSIONERS'**

**RESOLUTION 22 – 2022**

*A resolution creating a District Court grant funded "Therapeutic Court Coordinator" position*

**WHEREAS**, the Washington State Administration of the Courts (AOC) allocated funding to the Okanogan County District Court for a Therapeutic Court Coordinator to identify substance abuse disorders and other behavioral health needs and engage those individuals; and

**WHEREAS**, for the fiscal period December 2021 through June 2023, AOC allocated funding for a community based Therapeutic Court Coordinator position; and

**WHEREAS**, The District Court has received a grant for the purpose of funding this position from December 1, 2021 through June, 30 2023; and

**WHEREAS**, the Therapeutic Court Coordinator is a professional level position that independently provides assistance to engage those individuals with community based therapeutic interventions in accordance with the Contractor's grant application. This position would be responsible for quarterly reports to AOC documenting the progress of the therapeutic court program and attendance at any/all therapeutic court sessions; and

**WHEREAS**, because of the need or a Coordinator to oversee the functionality of the Therapeutic Court and the individuals participating in the program. The position of Therapeutic Court Coordinator should be classified at a rate not to exceed \$4,739 per month.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Okanogan County Commissioners that effective this date, the position of "Therapeutic Court Coordinator" be created and classified a Grade 28; and

**BE IT FURTHER RESOLVED** that this position will be fully funded from grant proceeds and authorized as long as funding is available. Should grant funding for this position be withdrawn, the position will not be funded from the general fund and will terminate.

**Dated** at Okanogan, Washington this 15 day of February, 2022.

**BOARD OF COUNTY COMMISSIONERS  
OKANOGAN, WASHINGTON**

**ATTEST:**

*Crystal M Hawley*  
Laleña Johns, Clerk of the Board

*Andy Hover*  
Andy Hover, Chairman

*Chris Branch*  
Chris Branch, Vice Chair

*Jim DeTro*  
Jim DeTro, Member



## Okanogan County District Court

### Job Description

**Job Title:** Therapeutic Courts Coordinator

**Department:** District Court

**Reports To:** District Court Judges

**FLSA Status:** Non Exempt

**Prepared Date:** 1/2022

**Summary:** The Therapeutic Courts Coordinator shall provide administrative work and shall act as the lead for all District Court therapeutic court related programs and the implementation of new therapeutic court related programs. Duties include: overseeing program analysis, development and implementation; communication with the public; communication with therapeutic court providers regarding scheduling, reporting and policies; solicitation of new providers; communication with national technical advisory organizations; statistical data collection and reporting to track the impact of therapeutic court practices as related to the overall District Court criminal justice system; collection and submission of materials for the therapeutic court related web presence; assist with budget and accounting; grant writing and management; problem solve with respect to the court's daily operations and activities; prepare materials and present to relevant funding bodies, governmental entities, stakeholders and the public on therapeutic court topics; coordinate outreach efforts; create and provide input on community court policies and procedures; and provide coordination and supervision for therapeutic court programs and functions. Work is performed with considerable independence and under the direction of the Therapeutic Court judge, the Presiding Judge and the Court Administrator.

#### **Examples of Essential Duties and Responsibilities.** *Other duties may be required or assigned.*

- Plans, implements, administers and monitors the day to day activities of the Therapeutic Court programs.
- Manages the fiscal, budget and other administrative functions of the programs, including the preparation of budgetary estimates, justifications and reports to court, federal, state and county agencies.
- Monitors and approves all financial expenditures of grant and other related funding.
- Oversees strategic planning to develop public policies, procedures, and program objectives to guide program operations, ensure adherence to statewide guidelines, generally accepted best practices, and the special needs and resources of the local jurisdiction.
- Coordinates with court staff assigned to Therapeutic Court programs, including but not limited to, ensuring that assigned staff input accurate and timely information into the databases.
- Assists in the development of cooperating agreements among various partners in the courts' treatment community, outlining mutual expectations, responsibilities, and commitments for the ongoing operations of the courts' support teams as needed.
- Develops, maintains, updates and distributes policies, procedures, and requirements (Policy and Procedure Manuals) for each of the courts' programs, including the Participant Handbooks for same.
- Maintains cooperative relationships with clerks, probation, treatment agencies, community organizations, and other team members, stakeholders, departments and agencies.
- Monitors outside vendor contracts with periodic audits, and provides feedback and recommendations as necessary.

- Provides guidance to involved agencies and to other stakeholders and the public as to eligibility criteria for participation.
- Oversees necessary participant identification and other data to support determination of eligibility for participation and assure that information is accurately communicated to and considered by the support teams.
- Oversees the collection and recording of participant treatment, compliance, progress, challenges and criminal history data.
- Oversees compilation of reports on participant compliance with conditions of program participation and assure that it is accurately communicated to and considered by the team.
- Attends court staff meetings and court hearings as required.
- Oversees the maintenance of accurate files of participants in the therapeutic court programs and their compliance with court requirements.
- Oversees the maintenance of accurate files of court actions related to each participant and progression through the designated phases.
- Oversees efforts to identify community resources and organize efforts to provide a full continuum of needed treatment services including addiction and mental health treatment, educational and vocational services, safe and sober housing, ongoing recovery support services, domestic violence related services, victim support services, health care, family services and other beneficial community support services.
- Stays abreast of current research and evidence-based knowledge regarding therapeutic courts, communicates that information to the courts' support teams, and ensures such information is incorporated into the programs' policies and procedures, to ensure efficient and effective operations and practices.
- Stays abreast of current research and evidence-based knowledge related to substance abuse, mental health, domestic violence, sexual assault, stalking, teen violence, and therapeutic court and treatment funding sources.
- Identifies and coordinates opportunities to work with national technical advisory organizations.
- Identifies, develops, writes, manages and reports on therapeutic court related grants.
- Identifies training needs for all Therapeutic Team members and arrange training opportunities to address those needs.
- Performs data entry into databases and generates and submits court program reports, annual performance reports and/or other reports that include data analysis, as required.
- Schedules and provides support to regular court team meetings, both for purposes of individual participant case management and for the periodic review and improvement of the operation of the court.
- Coordinate a communication network among the team so that all are informed and knowledgeable of the program's progress.
- Ensure that concerns are quickly aired and resolution sought so that the program remains focused.
- Provides public information on operations and outcomes of the court(s) through public presentations, brochures and other documents under the direction of the assigned judges and the court administrator.
- Schedules and provides support to regular meetings, to ensure ongoing community involvement and support, clear communications between members and support team participants, and the community relevant to our work.
- Participates on community, statewide and/or national committees or work groups related to the planning, development, management, funding and evaluation of therapeutic court(s) as directed.
- Participates in community, state or national level, or other specialized training or educational sessions as directed or as required.
- Serve as the liaison among judges, attorneys, law enforcement, treatment providers, and other community resources and stakeholders to facilitate and ensure the success of The Therapeutic Courts Programs.
- Attends meetings as necessary contributing and ensuring the implementation of the Court's and Therapeutic Courts Team's decision making process.
- Appear in Court when required for any/all Therapeutic Court sessions.

- Participates with SUD program personnel through individual and group conferences in analyzing case problems, and coordinating solution implementation while keeping the Planning Team appropriately informed and engaged.
- Maintains regular and predictable work attendance.
- Successfully works in collaboration with others and responds to requests in a courteous and helpful manner.
- Participates in training as required.

### **Preferred Education and/or Experience**

Consideration will be given to applicants with two years of increasingly responsible experience working in court administration, therapeutic courts, agency management, chemical dependency, mental health treatment or social work. Experience in the coordination, administration or supervision of a related program having significant interdisciplinary or interagency operation is preferred but not required. Bachelor's degree or Master's degree from an accredited college or university in judicial administration, criminal justice, social work, psychology, or a related human services field is preferred but not required.

### **Desired Qualifications:**

- Knowledge of management, organizational and supervisory practices and procedures.
- Knowledge of budgetary practices and procedures.
- Knowledge of problem solving models, including facilitation of team based decision making and problem solving.
- Knowledge of case management approaches, service referral, and available community chemical dependency and mental health resources.
- Knowledge of common chemical dependency and mental health diagnoses.
- Knowledge of domestic violence, sexual assault, stalking, and teen dating and violence issues.
- Knowledge of chemical dependency and mental health treatment modalities.
- Knowledge of philosophy, organization, structure, functions, responsibilities, and procedures of therapeutic courts.
- Knowledge of grant and related alternative funding methods, techniques, and objectives.
- Knowledge of relevant confidentiality requirements, policies and procedures.
- Knowledge of the criminal justice system and court operations.
- Skilled in the use of computers and related software applications to utilize word processing and database programs.
- Skilled in communicating effectively both orally and in writing, sufficient to exchange or convey information and to give and receive work direction.
- Skilled in establishing and maintaining effective work relationships with supervisors and co-workers, personnel from other County departments, various community organizations, municipalities, agencies, and the public.
- Ability to develop written policies and procedures, memoranda of agreement, and participant informational materials.
- Ability to apply written guidelines and other policies and procedures to local court operations.
- Ability to collect, analyze and summarize data to inform program operations.
- Ability to seek out appropriate funding sources, including federal, state and private grants, and write and submit applications.
- Ability to compile and synthesize relevant information into efficient reports to assist team members in decision making, documenting actions and carrying out court operations.
- Ability to oversee the contractor's creation and maintenance of accurate participant files and other records of treatment activities.

- Ability to monitor treatment services provided to court participants in accordance with agreed upon standards.
- Ability to facilitate resolution of conflicts among team members or between team members and others.
- Ability to communicate effectively and sensitively with culturally and economically diverse populations.
- Ability to exercise tact and discretion in obtaining cooperation of others.
- Ability to be flexible.
- Commitment to Court's vision in developing people to their full potential.
- Knowledge of court systems and how parties/entities inter-relate.
- Ability to manage multiple projects and remain calm under pressure.
- An understanding of human behavioral patterns and the ability to apply good judgment in dealing with the problems of individuals.
- Ability to act as a liaison with other agencies, organizations, and stakeholders, as well as between staff.
- Demonstrated experience working on issues related to substance abuse, mental health, and/or domestic or sexual violence.
- Grant writing experience or experience managing grants.
- Experience collecting, interpreting and reporting relevant data.
- Experience with therapeutic remedies and in particular related to the courts.
- Managerial experience.
- Bilingual or Experience working with diverse communities or at-risk communities.

**Required Certificates, Licenses, Registrations:**

Valid Washington State Driver's License

**Competency:** To perform the job successfully, an individual should demonstrate the following competencies:

- Ability to manage and coordinate projects.
- Display of appropriate interpersonal skills.
- Present high level of oral communication skills.
- Ability to communicate effectively with peers and co-workers.
- Ability to listen and obtain clarification.
- Ability to handle confidential information and materials appropriately.
- Ability to maintain maximum levels of confidentiality.
- Respond well to questions and inquiries.
- Actively participate in meetings.
- Provide an excellent quality of written communication, writing clearly and informatively, editing work for spelling and grammar.
- Ability to read and interpret written information.
- Exhibit an immense level of ethics, treating people with respect, inspiring the trust of others and working with integrity and principles.
- Ability to follow policies and procedures, completing administrative tasks correctly and on time and supporting organizational goals and values.
- Capacity for planning and organizing, prioritizing and planning work activities and using time efficiently.

- Display a high level of professionalism, approaching others in a tactful manner, reacting well under pressure and always treating others with respect and consideration regardless of their status or position.
- Provide a high quality of work, demonstrating accuracy and thoroughness.
- Complete work in timely manner.
- Observe safety and security procedures.
- Maintain adaptability, managing competing demands, adapting to deal with frequent change, delays, or unexpected events.
- Is consistently at work and on time.
- Is dependable, follows instructions and responds to management direction.
- Takes initiative, volunteering readily.
- Shows respect and sensitivity for cultural differences.
- Educates others on the value of diversity.
- Exhibits sound and accurate judgment.
- Includes appropriate people in decision-making process.
- Ability to deal with problems involving any variables in standardized situations.
- Meets challenges with resourcefulness.
- Generates suggestions for improving work; Develops innovative approaches and ideas.
- Volunteers readily; Undertakes self-development activities.

#### **Physical Demands:**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this 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 sit; use hands to finger, handle, or feel; talk, hear, taste or smell. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

#### **Work Environment:**

The work environment characteristics described in this job description are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

**Conditions of Employment:**

The employee shall sign and date the job description to signify compliance with the conditions of employment, minimum qualifications, and an understanding of the job requirements. The Court reserves the right to review and change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Effective Date: 01/01/2022	EEO Code: 6	Department: District Court
Dates Amended:	Union: Non-Union	Division: N/A
FLSA Exempt: No	Grade: 28	Position: DIS

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

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Human Resources Signature \_\_\_\_\_ Date \_\_\_\_\_