



ST. MARY'S COUNTY GOVERNMENT

VACANCY ANNOUNCEMENT

POSITION: Drug Court Case Coordinator (Grant-Funded), \$50,000 - \$60,000,
(B.O.E) + LIMITED FRINGE BENEFITS*

DEPARTMENT: Circuit Court

OPENING DATE: 10-01-21 **CLOSING DATE:** 10-29-21

MINIMUM QUALIFICATIONS:

Education: Bachelor's degree in public or court administration, social work, psychology, criminal justice, business management behavior management, public health, sociology, corrections or a related field from an accredited college or university.

Experience: Two years of related experience to include project or program case management in the field of addictions, human/family services, health services, public safety or law enforcements, corrections, court management. **Note:** Equivalent education, and/or experience may be substituted for the above criteria.

ADDITIONAL REQUIREMENTS:

- ◆ Pass extensive background investigation with favorable results;
- ◆ Negative drug test result from pre-employment drug screen;
- ◆ Successful candidate must provide proof of eligibility to work in the United States prior to employment.

JOB SUMMARY: Responsible for developing case plans, facilitating access to services and monitoring and supervising Adult Recovery Court participants towards successful completion of court-ordered probation.

DUTIES:

- ◆ Supervise Adult Recovery Court participants to ensure compliance with court-ordered conditions and report compliance and/or non-compliance with said conditions to the Court;
- ◆ Conduct interviews, document meetings, and perform investigations to assist the Court in appropriate action and disposition of Adult Recovery Court cases;
- ◆ Meet with representatives of various agencies including the State's Attorney's Office, Public Defender's Office, Clerk of the Circuit Court, Parole and Probation, mental health and substance abuse treatment providers, law enforcement agencies, and placement facilities for the purpose of gathering and disseminating information regarding violations, compliance and/or completion of conditions (i.e., attendance at counseling, community service, payment of restitution, etc.);
- ◆ Meet with participants to collect information, assess compliance and assign tasks, including the following:
 - Conduct random drug screens and/or breathalyzer testing on drug court participants
 - Perform community supervision, including home and employment visits
 - Provide an initial assessment of Drug Court participant's home environment to the Court
 - Monitor curfew observance and/or perform random searches if indicated
- ◆ Attend court hearings to provide clarification and/or supplemental information;
- ◆ Participate in disciplinary proceedings;
- ◆ Attend court hearings and staff meetings and related activities; attend workshops, conferences and classes to increase professional knowledge; serve on committees as assigned;
- ◆ Prepare written reports for the Court;

- ◆ Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Ability to gain working knowledge of St. Mary's County Government policies and procedures;
- ◆ Ability to act as a representative of St. Mary's County Government and Circuit Court;
- ◆ Ability to gain knowledge of the judicial system;
- ◆ Ability to effectively communicate with other staff, judges, attorneys, and members of the public;
- ◆ Ability to learn how to operate relevant computer systems, including hardware and software and simple office machines; and
- ◆ Knowledge of appropriate business English, grammar and math skills;
- ◆ Knowledge of indicators of physical and sexual abuse, psychological problems, substance abuse, and other mental and physical health issues;
- ◆ Knowledge of investigative process;
- ◆ Ability to follow appropriate protocol and procedure;
- ◆ Ability to conduct interviews, and investigations;
- ◆ Ability to testify in court;
- ◆ Ability to handle situations of a confidential and sensitive nature;
- ◆ Ability to communicate effectively, both orally and in writing;
- ◆ Ability to interact effectively and sensitively with Drug Court participants;
- ◆ Ability to exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs;
- ◆ Ability to travel to different work sites and be available to work outside normal working hours, including being on call if needed.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

Work requires no unusual demand for physical effort.

Work environment involves everyday risks or discomforts which require normal safety precautions typical of such places as offices, meetings and training rooms, e.g., use of safe work place practices with office equipment, and/or avoidance of trips and falls.

COMPENSATION/BENEFITS:

Hiring Salary: \$50,000 - \$60,000

FLSA: Non-Exempt

St. Mary's County Government offers a complete benefits package including medical, dental, vision, life insurance and long-term disability. We offer a 457 deferred compensation plan, employee assistance program, and education reimbursement. All employees are required to participate in the Maryland State Retirement and Pension System (SRPS).

* Grant employees hired after January 31, 2005 are required to pay 100% of their retiree health plan costs.

[Click Here for Information: Employee Benefits Summary - May 2021](#)

SELECTION PROCEDURE: Applications will be screened for those who meet job requirements and have related experience. Selected applicants will be invited for an interview. All candidates will be notified of their selection or non-selection for interview.

**TO APPLY: A 2020 ST. MARY'S COUNTY GOVERNMENT APPLICATION IS REQUIRED.
ALL PRIOR VERSIONS OF THE APPLICATION ARE OBSOLETE.**

Applications are available at: Governmental Center Potomac Building
Department of Human Resources, 3rd floor
23115 Leonard Hall Drive, Leonardtown, MD 20650
Phone: 301-475-4200 Extension: 71100 Fax: 301-475-4082
Jobs Line: 301-475-4200 Extension: 71109
Email: smchr@stmarysmd.com Website: www.stmarysmd.com

ACCESSIBILITY NOTICE: If you need a reasonable accommodation for any part of the employment process due to a physical or mental disability, please contact the Department of Human Resources: smchr@stmarysmd.com or [\(301\) 475-4200](tel:(301)475-4200), Extension: 71110.

Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.

APPLY NOW - <https://www.stmarysmd.com/hro/application/apply/>

Applications must be received in the Human Resources Department on or before the closing date regardless of the postmark date.