

Coordinator/Alexandria Treatment Court

Class Title:

Coordinator for the Community Services Program II, graded as a GS 21. Salary is \$70,000 plus benefits.

Distinguishing Characteristics of the Class

The Alexandria Treatment Court (“ATC”) Coordinator will oversee all operations of the ATC including managing day to day operations of the program, scheduling court hearings, community resource management and data tracking. This employee works independently under the supervision of the Commonwealth’s Attorney, in consultation with the ATC Treatment Team. The Coordinator is also an integral member of the ATC Treatment Team.

Illustrative Examples of Work

- Developing, implementing, and administering the goals, objectives, and procedures for the ATC.
- Coordinating with governmental agencies, service providers and attorneys to provide services for the participants.
- Facilitating communication between team members on participant progress in advance of weekly status hearings.
- Managing current and exploring future grants, including the monitoring of expenditures and providing documentation based on ATC data to funding sources regarding the use of grant funds.
- Ensuring the expenditures meet the strict requirements of any grant.
- Preparing and submitting grant applications for further funding.
- Maintaining ATC records through the Drug Court database, including entering data and ensuring accuracy, creating and disseminating necessary reports to judges and ATC staff and training staff members on the use of the database.
- Attending and participating in all ATC hearings, case staffing and related activities.

- Arranging for necessary accommodations to be provided during the hearings for participants with special needs.
- Researching, analyzing, and evaluating the best practices for Drug Court programs as established by the NADCP and the Virginia Supreme Court.
- Administering the program budget and identifying additional sources of funding for the program.
- Coordinating training and training-related travel for the ATC staff.
- Providing community outreach and delivering presentations about the ATC to community partners.
- Organizing ATC graduation ceremonies.

Essential Knowledge, Skills and Ability

The ideal candidate will possess excellent communication skills; have experience running a program comparable to the ATC; strong organizational and analytical skills; grant writing experience; clinical or treatment experience or familiarity with substance abuse disorder and recovery; established contacts and relationships with local community resources for housing, jobs, job training, education, mental health and substance abuse treatment.

Minimum and Additional Requirements

Minimum: A Bachelor's degree plus 2 years of experience working in program management related to either criminal justice or substance abuse treatment.

Substitution: Additional qualifying experience may be substituted for the education requirement on a year-for year basis.

Desirables: Preference may be given to applicants with experience in one or more of the following:

- Working in the criminal justice system with substantial exposure to the substance abuse and or mental health fields.
- Working as a member of a drug court team.
- Direct experience with the array of housing, treatment, employment, and community-based services available to Alexandria residents.
- Substantial prior experience in grant writing and management

FLSA Status and Basis

FLSA Status: Exempt

FLAS Basis: Admin

EEO Category: Professionals

Send cover letter and resume to David Lord at David.Lord@alexandriava.gov by June 1, 2021