



NADCP

National Association of Drug Court Professionals

Position Title: Project Director for the Juvenile Drug Treatment Court Training Initiative

Position Summary

The project director is responsible for ensuring that activities are carried out following established specifications, schedules, and budgets; coordinates interdepartmental functions to minimize delays; meets with program team members regularly to review program status and plan future project deliverables. The project director is responsible for managing all grant-funded efforts related to the juvenile portfolio of programs. This includes providing regional and jurisdiction-specific subject matter training to juvenile drug treatment courts with a focus on statewide grantee support and on-demand training facilitation.

Specialized Duties

- Create and manage a program proposal, budget narrative, and time/task plan.
- Establish a yearly time/task plan for each task, as outlined in the cooperative agreement.
- Responsible for managing deliverables and deadlines for finalizing each aspect of all project tasks.
- Responsible for operating budget and expenses.
- Responsible for managing reimbursements of all project expenses.
- Produce biannual reports about project deliverables.
- Facilitate virtual and on-site training to juvenile drug treatment courts.
- Travel to select on-site training programs in connection with this project.

General Duties

- Manage staff related to this project.
- Select, assign, and manage consultants (i.e., guest speakers and facilitators) related to this project within given timeframes.
- Respond to specialized training requests.
- Manage statewide grantee training needs.
- Contact select jurisdictions via telephone/email to review training request and determine training needs.
- Perform pre-training coaching and assessments with jurisdictions requesting training.
- Develop training plans to meet the needs of requesting jurisdictions.
- Assign staff or consultants to provide training in response to the training plan.
- Provide virtual, on-site, and off-site training based on jurisdiction needs.
- Ensure all specialized deliverables under grant funds are completed (e.g., development of electronic resources, publications, topic specific webinars).
- Complete project-related reports and follow up within allocated timeframes (evaluations, jurisdictional reports, additional training recommendations, etc.).
- Review all evaluation reports for accuracy and submit to the division director within 30 days after training.

- Engage in general grant management, including budget oversight and biannual reports, and respond to funder requests.

Skills

- Understanding of basic and advanced practices in juvenile drug treatment courts.
- Strong mastery and understanding of the Juvenile Drug Treatment Court Guidelines.
- Understanding interdepartmental functions to ensure that program schedules and objectives are met.
- Originality and initiative are essential, as well as the ability to work under unusual or extreme pressures.
- Superior supervision, management, public speaking, and administration skills.
- Excellent writing skills – particularly in the area of proposal and publication development.
- Capable of handling multiple priorities.
- Working knowledge of Microsoft Office Suite required, including Word, Excel, PowerPoint, and Access.
- Working knowledge of various virtual training platforms (Zoom, WebEx, Microsoft Teams, etc.).
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking – Talking to others to convey information effectively.
- Time Management – Managing one's own time and the time of others.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Reading Comprehension – Understanding written sentences and paragraphs in work-related documents.
- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Attributes

- Ability to travel both domestically and internationally.
- Energetic, self-motivated, detail-oriented person.
- Oral Expression – The ability to communicate information and ideas in speaking so others will understand.
- Speech Clarity – The ability to speak clearly so others can understand you.
- Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension – The ability to read and understand information and ideas presented in writing.
- Deductive Reasoning – The ability to apply general rules to specific problems to produce answers that make sense.
- Originality – The ability to come up with unusual or clever ideas about a given topic or situation or to develop creative ways to solve a problem.
- Self-motivation – The ability to maintain motivation to complete tasks and meet deadlines without the need for continuous external pressure.

Experience and Education

- Law degree or other advanced degree preferred; Bachelor's degree at a minimum.
- At least two years or more work experience as a juvenile drug treatment court practitioner.

- Extensive knowledge of criminal/civil justice systems, adolescent development, and substance use disorder in adolescents.
- Extensive experience in the development and execution of training programs and technical assistance.

Please email resumes and salary requirements to the director of human resources at personnel@nadcp.org by Tuesday, November 30, 2021.

Current Operating Status

In accordance with the recommended Stay Home, Stay Healthy order to help prevent the spread of COVID-19, employees of NADCP are currently teleworking full-time. Applicants must have the capability to perform all necessary work functions virtually except in limited circumstances when performing essential work functions require an onsite presence. At its discretion, NADCP may lift or revise its telework status as Federal and Commonwealth of Virginia guidance changes.

Job Type: Full-time

This position is eligible for hybrid, or full-time long distance telework.

Drug & Alcohol Policy

As a federal grantee, NADCP has a duty to comply with the requirements of the Drug-Free Workplace Act of 1988. Employees are prohibited from manufacturing, using, possessing, selling, purchasing, transferring, or being under the influence of alcoholic beverages, illegal drugs, controlled substances, or other intoxicants at any time on any NADCP worksite, while operating any NADCP vehicles, or conducting any NADCP-related activities. Employees must pass a pre-employment drug test as a condition of hire, and must notify NADCP of any alcohol other drug related arrest within five days. NADCP reserves the right to implement discretionary drug testing procedures for employees, either randomly or upon reasonable suspicion.

Why NADCP

The National Association of Drug Court Professionals is a 501(c)3 organization seeking to improve the response of the American justice system to people with substance use and mental health disorders through treatment courts and other evidence-based programs. Through its members, training, and advocacy, NADCP helps shape America's conversation around justice system reform to one that includes all levels of justice involvement. Since 1994, NADCP and its divisions—the National Drug Court Institute, National Center for DWI Courts, and Justice For Vets—have trained hundreds of thousands of professionals whose roles span every intercept point in the American justice system. Headquartered in Old Town Alexandria, Virginia, NADCP's more than 50 full-time employees enjoy an inclusive, diverse workplace that fosters innovation and encourages growth. NADCP's generous and robust employee benefits package offers comprehensive health coverage for employees, 401k employer contribution, competitive paid vacation time (exclusive of the organization's 11 paid holidays), flexible schedules, teleworking availability, and others. NADCP's office is accessible by Metro rail and bus, offers garage parking and is in walking distance to historic Old Town Alexandria.