

**TENTH JUDICIAL CIRCUIT
POLK, HIGHLANDS AND HARDEE COUNTIES
JOB ANNOUNCEMENT**

OFFICIAL JOB TITLE: **Drug Court Post Adjudication
Court Program Specialist II (Part-time 20 hrs)**
SALARY: **\$23.10/hourly**
CLOSING DATE: **Open until Filled**
WORK SCHEDULE: **Monday through Friday**

MAJOR FUNCTION:

This position involves program participant data collection & entry, and duties and responsibilities to assist the program therapist/counselors in the delivery of treatment services. Works independently and under the direct supervision of the Problem Solving Courts Director.

ILLUSTRATIVE DUTIES:

NOTE: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

- Collect and enter participant data into an electronic database.
- Identifies potential drug court participants and provides initial review and evaluation of cases to determine drug court eligibility.
- Maintains case management database for individuals involved in the program.
- Provides case management, including service referral, coordination, monitoring, and tracking compliance of participants in the treatment-based drug court program.
- Maintains contact with outside agencies for collateral referral purposes.
- Participates in drug court status review hearings.
- Facilitate an education group and cover other education groups as needed)
- Provide monthly reports for ALL programs.
- Input services provided by ALL program counselors for each individual participant.
- Maintain a residential caseload.
- Travel to residential facilities as needed.

KNOWLEDGE, ABILITIES, AND SKILLS:

The person chosen for this position must have knowledge of the organization and function of the court system; proficiency in Microsoft 365 and other various applications and also possess the ability to:

- Take direction and follow instructions implicitly and efficiently.
- Display exemplary listening and comprehension skills.
- Knowledge of the roll of diverse prevention and intervention techniques.

- Knowledge of the treatment process.
- Skill in establishing and maintaining effective interpersonal relationships between participants, staff, and members of the judicial system.
- Skill in establishing and maintaining close working relationships with court personnel, professionals associated with the drug court program, community agencies, and the general public.
- Skill in managing multiple participant files at the same time with appropriate attention to detail.
- Ability to plan and compose reports, correspondence, and charts in a variety of presentation formats.
- Ability to use a personal computer and associated software applications.
- Ability to organize work, establish priorities, and meet deadlines associated with case management.
- Ability to manage multiple assignments, including long and short term care.
- Ability to communicate effectively, with tact and diplomacy.
- Ability to work independently on confidential and complex tasks.

MINIMUM QUALIFICATIONS:

Bachelor's degree in public or business administration, criminal justice, psychology, sociology or a closely social science related field and three years of related experience.

Relevant experience may substitute for the recommended education level on a year-for-year basis.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Interested applicants must complete a State of Florida job application and/or resume and submit no later than the closing date indicated above to:

**Stephanie Sullivan
Human Resources Manager
Post Office Box 9000, Drawer J102
Bartow, FL 33831-9000
Telephone: (863) 534-4035
Fax: (863) 534-4699
TDD: (863) 534-7777**

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.