



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

**OFFICIAL JOB TITLE:** Clinical Coordinator of Problem-Solving Court Programs  
**SALARY:** \$53,791.92/Annually  
**WORK SCHEDULE:** Monday through Friday  
**CLOSING DATE:** Open until Filled  
**JOB LOCATION:** Polk County Courthouse

**GENERAL DESCRIPTION**

The Clinical Coordinator provides direct supervision to all of the Problem-Solving Court (PSC) programs and staff. This position ensures program compliance with the Department of Children and Families (DCF) licensure and Commission on Accreditation of Rehabilitation Facilities (CARF) accreditation. The Clinical Coordinator oversees staff training and case management services for the PSC programs and staff. This position is also responsible for collecting and maintaining all data related to any and all applicable reporting requirements. This position provides direct and indirect services to clients experiencing chemical abuse, dependency and any related problems. The position operates under the supervision of the PSC Director.

**EXAMPLES OF WORK PERFORMED:**

*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.*

- Provides supervision and support to PSC staff members and clients
- Submits progress reports to the PSC Director
- Provides appropriate liaison and referral to various social and governmental agencies
- Oversees clinical and case management records to meet quality standards per licensing standards, 65D-30 and CARF accreditations
- Prepares and participates in internal/external audit
- Completes screening, intake evaluations, and assessments on all prospective offenders for Drug Court Treatment
- Formulates treatment plans, evaluates progress through the phases of the Drug Court Treatment Program
- Provides individual and group counseling as well as case management services to clients enrolled in the Drug Court Treatment Program
- Provides outpatient counseling
- Provides appropriate liaison and referral to various social and governmental agencies.
- Maintains clinical records and documentation on all clients
- Monitors Drug Court client fees and ensures prompt payment
- Performs urinalysis testing as needed
- Attends status hearings as set by Drug Court judge
- Performs other duties as assigned

**KNOWLEDGE, ABILITIES, AND SKILLS**

Knowledge of the organization and function of the court system; knowledge of counseling techniques and how to apply them to the substance use and behavioral health field; proficiency in Microsoft 365 and other subject matter applications.

The person chosen for this position must also possess the ability to:

- Conduct matters with integrity, discretion and confidentiality
- Communicate clearly and concisely, both orally and in writing
- Perform job duties timely and efficiently in a high-energy/fast paced working environment
- Interact courteously and professionally with emotionally upset and/or demanding individuals
- Take direction and follow instructions implicitly
- Correctly prioritize and complete multiple tasks simultaneously
- Compute simple statistics and mathematics such as percentages
- Display exemplary listening and comprehension skills; Experience in court system
- Thoroughly understand drug abuse issues/behavioral health issues and recent research regarding effective counseling interventions
- Work with both adult and juvenile populations
- Evaluate psychological, social and physiological signs and symptoms of substance use and behavioral health issues
- Reason logically and analytically
- Work effectively with others as well as work independently, without close supervision
- Knowledge of and experience in the following counseling and treatment elements:
  - Assessments
  - Intake
  - Case management
  - Prevention
  - Pharmacology
  - Human behavior
  - Applicable laws, rules and regulations

**MINIMUM QUALIFICATIONS:**

- Graduation from an accredited college or university with master's degree in counseling, addiction, social work, judicial administration, public administration, criminology, or a related social science
- Addiction Professional Certification with minimum of three (3) years' related experience

**PREFERRED QUALIFICATIONS:**

- Supervisory experience

We are an equal opportunity employer. We do not discriminate based on race, religion, gender, age, national origin or disability. Interested applicants must complete a State of Florida Job application and submit it 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

If you need an accommodation in order to participate in the application/selection process, please notify the Administrative Office of the Courts in advance by calling (863) 534-4686.