



51st District Court Job Description

Veteran's Treatment Court Program Coordinator



Department: 51st District Court
Supervised by: Court Administrator, Chief Probation Officer
Supervises: None
FLSA: Non Exempt
Bargaining Unit: None, At-will
Status: Part-time, Grant Funded Position
Starting Hourly: \$24.53/hr

General Summary

Under general supervision, in conjunction with the 51st District Court's, Veterans' Treatment Court (VTC) and collaborative partners, the Veteran's Treatment Court Program Coordinator works to maintain and forge partnerships with community and judicial partners to raise awareness and enhance the effectiveness of service provided to justice involved veterans participating in the VTC program by working to generate local support and enhance Veterans' Treatment Court effectiveness. Duties include identification of eligible veterans, assessing eligibility of prospective participants, and facilitating and monitoring program compliance. Recommend and coordinate rehabilitation plans and VTC team meetings. Work closely with all Veteran's Administration and other essential veteran organizations for provision of services to the justice involved veterans. Monitors and evaluates the veteran's program progress and attainment of program goals.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Assist with the early and prompt identification and placement of eligible participants into the VTC program.
2. Assist the VTC designated Probation Officer in conducting pre-sentence investigations: review arrest reports, driving records, criminal history, employment records and applicable military service records. Interview prospective participants regarding military history, and follow-up with pertinent parties as necessary.
3. Prepare program referrals to the Veteran's Justice Outreach Coordinator at the John Dingell Veteran's Memorial Hospital, and/or other Veteran's Administration and community agencies for assessment, and treatment for substance abuse and/or mental health counseling as appropriate. Maintain regular contact with providers to discuss cases, services, attendance and progress. Explores new programs to facilitate rehabilitative probation measures.
4. Work with probation to provide assistance with supervision by periodically meeting with probationers to monitor and assess program compliance.
5. Provide resources to assist justice involved veterans with personal, financial and related problems.
6. Assist veterans with educational enrollment and other rehabilitative measures to improve work skills and securing employment.
7. Initiate probation amendments such as probation extensions and discharges as appropriate.
8. Maintain case records and prepare case activity and related reports.
9. Respond to program inquiries from attorneys, probationers, law enforcement personnel, community providers and the public.
10. Responsible for the scheduling, preparation and dissemination of meeting materials to the VTC team prior to bi-monthly meetings.
11. Facilitate team meetings, responsible for disseminating follow-up information as necessary to VTC team.

12. Initiate ongoing judicial collaboration concerning each veteran.
13. Regularly monitor and evaluate the VTC program to measure achievement of program goals and gauge effectiveness.
14. Forge partnerships among veteran's treatment courts, veteran's administration, public agencies and community-based organizations generating local support and therefore enhancing the effectiveness of the VTC.
15. Other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

1. Possess a Bachelor's degree from an accredited college or university with a major in Sociology, Social Work, Psychology, Criminal Justice or closely related field.
2. Prior work or volunteer experience with the Veterans Administration and/or its affiliated agencies.
3. Strong knowledge of the legal/criminal justice field.

Desired Qualifications

1. A veteran of the United States Military.
2. Considerable knowledge of the policies and practices of a District Court.
3. Experience with personal computer applications.
4. Strong oral and written communication skills.

Physical Demands and Work Environment

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in an environmentally controlled office setting. This is a low physically demanding position, requiring limited range of motion. Work is performed in the optimal working envelope of neck to navel and within arms reach. Work surfaces are adjustable to all body types. Walking surfaces are well lit, tiled and/or carpeted. Individuals with physical impairments can be accommodated to perform most essential tasks of these positions. The use of mobility assist devices such as wheelchairs, walkers, etc, is not a hindrance to this position. Use of both fine as well as gross muscles of the body is not essential. The employee is regularly required to lift objects of ± 1 pounds and occasionally lifts of 10 pounds may be required. No overhead reaching is required. The employee must be able to write and work with computer keyboard. Vision or assisted vision is required. Limited hearing is acceptable. Verbal communication is fundamental.

Notice of At-Will Employment

All employees of the 51st District Court serve at the pleasure of the Chief Judge, Chief Judge Pro Tempore and Court Administrator and are considered at-will employees. The employment policies of Waterford Township do not apply to court personnel unless adopted by the Court.

Prospective candidates should email resumes and completed 51st District Court applications to areid@waterfordmi.gov.

Position Posted: September 12, 2022 – September 26, 2022

THE 51ST DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER