

Circuit Court for Baltimore City Addiction Assessment Unit Program Coordinator

Essential Functions: The Addiction Assessment Unit (AAU) Program Coordinator manages the daily operation as well as provides clinical supervision to the Addiction Assessment Unit. The AAU Program Coordinator supervises the coordination of client care through the assessment of client needs, conducts case conferences, patient staffing, treatment team meetings, and clinical activities of alcohol/drug abuse assessments. The AAU Program Coordinator will act as a management liaison for the Addictions Assessment Unit team, which includes the Office of the State's Attorney, the Office of the Public Defender, the Department of Public Safety and Correction Services, Behavior Health System Baltimore, Pretrial Release Services Program, the Community Services Program, and other local and state entities as well as community stakeholders. This position works under the direct supervision provided by the Court Administrator.

Education: Bachelor's Degree from an accredited college or university. Thirty (30) credits must be in health services, education, and/or the behavioral sciences. Must possess current CAC-AD (Certified Associate Counselor Alcohol) and/or NCAC (National Certified Addiction Counselor) certification by a recognized alcohol and drug counselor credentialing board or verify completion of a minimum of 180 hours of specialized training in substance abuse program services, i.e., OEATS training approved by the Department of Health and Mental Hygiene.

Experience: Five years of experience providing counseling, therapy, or therapeutic education services in a health care or treatment setting, including three (3) years of experience counseling drug and/or alcohol-dependent clients and two (2) years managing or supervising large-scale projects or programs. Job-related experience should include program management, preferably in addictions, mental health, human/family services, health services, court management, public safety, or law enforcement. Excellent interpersonal and writing skills are required, as is the ability to exercise a high degree of confidentiality. Travel to meetings, seminars, and symposiums within the State of Maryland is necessary.

Essential Job Functions:

- Plan, implement, and monitor the Addiction Assessment Unit's day-to-day activities;
- Act as the liaison between the judges, AAU team, court personnel, treatment providers, attorneys, parole and probation, treatment providers, and community organizations;
- Act as the liaison between the Addictions Assessment Unit and Behavioral Health System Baltimore;
- Consult with the Court Administrator on organizational and managerial issues, including but not limited to internal and external quality control of program operations;
- Supervise the Addictions Assessment Unit staff and conduct Performance Evaluations;
- Ensure the accurate and timely reporting and collection of data and creation of statistical reports;
- Provide monthly, quarterly, and annual reports of program statistics to the Court and government agencies, as required
- Plan and prepare budget and financial reports;
- Review AAU expenditures and invoices for approval;
- Research and write grants and periodic performance and financial reports;
- Prepare and monitor grant expenditures and request modifications when necessary;
- Coordinate and facilitate interdisciplinary training for the AAU team;
- Attend and participate in conferences, meetings, committees, boards, and task forces as the Alcohol Assessment Unit's representative;
- Organize, attend, and participate in court hearings, court meetings, and pre-hearing conferences;
- Foster a spirit of teamwork and facilitate required cooperation;
- Cultivate and facilitate cooperative relationships with treatment providers and community stakeholders;
- Demonstrate proficiency in computer skills and ability to ensure participant data entry into the Statewide Maryland Automated Record Tracking System (SMART) and MDEC (Maryland Electronic Courts).

Required Knowledge, Skills, and Abilities:

- Knowledge of counseling techniques, principles, and therapeutic modalities as applied to the treatment of alcohol and/or drug-dependent clients;
- Knowledge of the alcohol and drug abuse treatment system and programs throughout the City of Baltimore and the State of Maryland;
- Knowledge of the principal self-help recovery groups which serve as adjuncts to the alcohol and drug abuse treatment system;
- Knowledge of the disease concept of alcoholism and recovery processes;
- Knowledge of the treatment continuum of care, including appropriate treatment settings;
- Knowledge of practices and procedures of the criminal justice system in dealing with alcohol and/or drug-related offenders;
- Knowledge of chemical dependency issues;
- Knowledge of the principles of working in a public program;
- Ability to handle the special needs of various client populations;
- Ability to prepare accurate and concise oral and written reports;

- Ability to apply techniques for effective public presentations and community education.

Compensation:

This is a full-time permanent position with benefits. The annual salary range is \$72,624 to \$94,411.

To Apply:

This position is open until filled. Please submit a cover letter and resume to:

Ms. Jacqueline Hale
Human Resources Department
Circuit Court for Baltimore City
111 N. Calvert Street, Room 244
Baltimore, Maryland 21202
jacqueline.hale@mdcourts.gov
www.baltimorecity.gov

TTY 396-4930

****No phone calls, please****

A Criminal Background Check and Alcohol and drug screening will be conducted as a condition of employment.

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