



Uintah County

Job Description

Title:	Drug Court Family Coordinator	Code:	438
Division:	Administration	Effective Date:	5/10
Department:	Attorney	Last Revised:	5/10
FLSA Cat:	Non-Exempt	Pay Grade:	17

GENERAL PURPOSE

Performs a variety of **administrative and clerical** duties related to finding and referring local and national resources to drug court and Meth-no-More programs participants families.

SUPERVISION RECEIVED

Works under the general supervision of the Drug Court Administrator.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Make contact with a designated family member of all drug court participants and offer assistance in family oriented recovery. Provide orientation video and orientation packet to designated family member of all drug court participants and designated family members of participants in the Meth-no-More program. Function as part of the drug court team. This employee may attend pre-court meetings and court hearings. Assist the Meth-no-More coordinator in answering phones and providing general information to individuals and families in finding resources for drug/alcohol addiction recovery.

Works with family and friends of any individual who suffers from an addictive disease.

Attends meetings as required.

Serves on subcommittees as appointed by the Drug Court Administrator.

Performs other related duties as assigned.

This person obtains highly confidential and personal information and must maintain confidentiality.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. High School Diploma or equivalent;

AND

B. One (1) year of responsible experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Some knowledge of common issues surrounding co-dependency, enabling, detachment and boundaries; the 12 step recovery program (or similar program) modeled for family members of addicts/alcoholics; modern office practices and procedures; the operation of personal computer and various software applications for word processing (MS Word), spread sheets, data base management; general accounting and bookkeeping procedures and practices.

Ability to maintain filing and record keeping system relating to confidential and sensitive materials and information; develop effective working relationships with the public, law enforcement, court officials, attorneys, special interest groups and government agencies; communicate effectively, verbally and in writing; manage financial resources of the office and accurately account for the

same; operate a calculator, copy machine, and a personal computer using standard word processing software, and other types of standard office equipment.

3. Special Qualifications:

None.

4. Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and talking. Interpersonal communication essential to successful completion of job duties. Common eye, hand, finger dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Some travel may be required in the normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)