

Therapeutic Specialty Court Program Coordinator - District Court (Project Position through June 30, 2024)

[Apply](#)

remote type

Partially Remote (Washington/Oregon Only)

locations

Courthouse

time type

Full time

posted on

Posted 9 Days Ago

job requisition id

R002760

Job Summary

Clark County District Court is proud to serve our community's needs by offering the following Therapeutic Specialty Court programs: Veterans Therapeutic Court, Treatment Alternative Court, DUI Court, Mental Health Court, and Community Court. The mission for each program is to help the participants to get re-established in the community; improve skills and self-sufficiency; reduce cycle of addiction and crime; and help restore and reunite families. You can learn more about what we do here: <https://clark.wa.gov/district-court/therapeutic-specialty-courts>

Our growing Therapeutic Specialty Court (TSC) team is looking for an additional Program Coordinator to help plan, organize, and manage activities and services in support of the TSC programs.

* This is a project position, currently funded through June 30, 2024. It is anticipated that the funding will be extended beyond this date.*

At District Court, we carry out our mission of serving the people of Clark County with a commitment to excellence. We are passionate about creating an inclusive work culture that celebrates and promotes diversity and belonging. Find your calling with us!

Qualified candidates from all backgrounds are encouraged to apply.

Qualifications

Who We Are Looking For:

- You are a highly organized person with a strong motivation to learn, seek improvements, and have a passion for advancing social justice in our community.
- You share our values of integrity and ethics.
- You are familiar with legal terminology, court processes, and principles of substance abuse and mental health treatments.
- You are a skilled collaborator and demonstrate effective communication with everyone around you.
- You lean on your team for support and offer your support in return.
- You are flexible and adaptable to changes in business and training needs.
- You pride yourself in your ability to listen deeply and pursue differences with curiosity.
- You are skilled in preparing professional quality work products.
- You confidently implement procedures and policies and participate in developing program objectives.

Qualifications

Education and Experience:

A job-related Bachelor's degree is desired in addition to a combination of experience and specialized training.

Any combination of training, experience, and transferable skills that would provide the required knowledge and abilities to be successful in this role will be considered.

Success in this position requires:

- Ability to effectively plan, assign, direct and evaluate the work of subordinates, including delegating responsibility and authority to carry out policy directives.
- Knowledge of principles and practices of public sector organization, court operations, and court case processing.
- Effective communication, collaboration, and conflict resolution skills and ability to form professional relationships and networks that support the Court's operations.

- Innovative mindset and ability to seek efficiencies in all processes and department's resources.
- Ability to interpret and explain policies, procedures, laws, and regulations.
- High degree of self-motivation and initiation and ability to make independent decisions using sound judgement.
- Advanced computer and technology skills, along with strong application of research methods and techniques, trends, and practices within the specialized area.
- Experience with maintaining confidentiality of restricted information and private records, and effectively handling sensitive matters.
- Knowledge and effective application of compassionate leadership principles.
- Effective participation in community outreach efforts and activities as a community partner/agent of the County as applicable to the assigned program.
- Ability to implement and advance organizational strategic initiatives that promote diversity, inclusion, equity, and social justice.

What's in it for You?

A Great Place to Work

Here in District Court we strongly believe in the value and the power of diversity, equity, and inclusion. We are committed to making them central to our mission and vision as we serve our community and each other.

We celebrate diversity, because it brings innovation and offers unique perspectives and learning opportunities.

We are intentional with advancing equity, because it allows all of us to achieve great things while honoring individual uniqueness.

We champion inclusion, because when we belong, we are free to be our genuine best selves and build meaningful partnerships.

- Our employees participate in various internal focus groups and workshops dedicated to process improvement and innovation. This gives us a voice in how we accomplish great things in service to our community.
- We also celebrate our achievements and create happy moments because we value personal wellbeing. Having fun matters!
- Our workforce leads a Diversity, Equity, and Inclusion Employee Council. This gives us opportunities and empowers us to leave a mark in the world in specific and profound ways.

- We are an eligible employer for the Public Service Loan Forgiveness program. To learn more about this program, and how to qualify, please visit [here](#).
- We provide additional compensation for employees required by their positions to use a second language in the course of their responsibilities. Employees certified to provide bilingual services receive an additional pay premium of fifty dollars (\$50.00) per pay period.
- We offer a hybrid remote work schedule upon completing fifty percent of the probationary period (currently with up to two remote days per week).

Selection Process:

Resume and other documents must be attached together in the 'Resume Upload' section of the application. Multiple files are allowed, but all applicant attachments must be uploaded simultaneously, as there is no way to edit or append uploaded materials after submitting the application.

Application Review (Pass/ Fail) - An online application is required. Resume and Cover Letter are required. In the cover letter we would like candidates to address how their previous education and experience would make them a successful candidate for this assignment.

Practical Exam (Pass/Fail) - This recruitment may require a practical exam which will be job related and may include, but not limited to, the qualifications outlined in the job announcement. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.

Oral Interview - The interview will be job related and may include, not limited to, the qualifications outlined in the job announcement. Top candidate(s) will continue in the process.

Employment references will be conducted for the final candidates and may include verification of education.

It is general policy of the County that new employees should be hired at the lower steps of the applicable range and advance through the range at the normal progression.

Examples of Duties

Duties may include but are not limited to the following:

- Prepare reports on program performance, needs, services information, and demographic data; contribute to and insure the evaluation of program performance.
- Provide information to professional staff and other interested parties on evidence-based best practices of program area requirements.
- Provide internal and external communication concerning established or changing program processes and procedures.
- Coordinate and organize meetings, activities, and functions; contribute necessary agenda items.

-

Salary Grade

M2.201

Salary Range

\$6,061.00 - \$8,486.00- per month

Close Date

06/30/2024

Recruiter

Rori Jones

Email:

Rori.Jones@clark.wa.gov

Equal Opportunity Employer

Clark County is an equal opportunity employer committed to providing equal opportunity in employment, access, and delivery of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/human-resources/documents>.

Employee Benefits and additional compensation

Clark County provides regular full-time and part-time employees with a comprehensive benefits package which includes medical, vision and dental insurance, paid leave, flexible spending accounts, life insurance and long-term disability, retirement, and deferred

compensation. Some types of employees in some positions and bargaining units might have different benefits and additional compensation. More specific benefit information for the different bargaining units can be found at <https://clark.wa.gov/human-resources/employee-benefits>. Also please refer to the specific bargaining unit contract for additional compensation at <https://clark.wa.gov/human-resources/documents>.

Retirement Information

All Clark County employees must participate in a WASHINGTON STATE RETIREMENT SYSTEM PLAN (PERS, PSERS or LEOFF). Employee contributions begin the first day of work. Current contribution rates vary by plan but could range from 5% to 15% of gross pay, depending on the plan choice.

For additional information, check out the Department of Retirement Systems' web site here: <http://www.drs.wa.gov/>

If you are in need of ADA/Section 504 assistance for accommodations, please contact Human Resources at (564) 397-2456; Relay (800) 833-6388.