OFFICIAL JOB TITLE: Director of Problem-Solving Court Programs for Polk County
SALARY: $ 77,498.56 Annually
CLOSING DATE: Open until filled
WORK SCHEDULE: Monday through Friday
JOB LOCATION: Polk County Courthouse in Bartow, Florida

GENERAL DESCRIPTION:
This is a professional and highly responsible position managing and overseeing the Problem-Solving Court programs in the Tenth Judicial Circuit. This position performs a variety of management, administrative and technical work that includes planning, developing, implementing and coordinating therapeutic court programs. This position operates under the general supervision of the Chief Judge, Problem-Solving Court judges and the Trial Court Administrator.

ILLUSTRATIVE DUTIES:
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.

The Director of Problem-Solving Court Programs for Polk County oversees the operation of the following therapeutic court programs: Drug Court, Behavioral Health Court and Veterans Court, and the supervision of all applicable staff to include organizing, selecting or recommending selection, training, assigning, directing and evaluating work, counseling, disciplining, terminating or recommending termination, accomplishing periodic employee performance evaluations, documenting exceptional performance, and providing performance improvement plans when necessary and applicable.

Additionally, The Director of Problem Solving Court Programs facilitates, promotes and encourages strong, positive working relationships between all personnel working under the Polk County Problem Solving Court (PSC) umbrella, to include program staff, the Janet A. Essary Laboratory staff and the Problem-Solving Court judges.

The Polk County Drug Court is licensed by the Department of Children and Families to provide substance abuse treatment services for adults and juveniles. The Director of Problem-Solving Court Programs is responsible for supervising all treatment services for clients participating in therapeutic court programs and developing and implementing treatment protocols, policies and procedures. The director is also responsible for identifying and implementing evidence-based treatment modalities, ensuring clinical compliance with Chapter 397, F.S. and 65D-30, Florida
Administrative Code and for ensuring compliance with all program standards, treatment standards, and administrative standards to maintain required Accreditation with CARF International.

Additionally, the Director of Problem Solving Court Programs:

- Provides direct clinical supervision of all treatment staff, monitoring workflow and ensuring that clients receive quality service in a timely and professional manner; countersigns and validates all required documents for unlicensed or uncertified treatment staff; ensures compliance by all staff with applicable rules, statutes, policy and procedures
- Plans, develops and maintains a strong in-service training program for clinical and other staff
- Participates in development, preparation, and administration of therapeutic court operating budgets, ensuring compliance with applicable internal policies and state laws
- Develops and maintains appropriate hardware and software for client tracking, with a firm commitment to data retrieval and accurate statistical analysis
- Coordinates the collection of critical data necessary to produce accurate and timely performance and accountability reports; prepares for the annual audit by the Department of Children and Families, SAMH Program Office staff, for program licensure and regulation
- Identifies, achieves and maintains private and community partnerships to sustain and enhance the continuation of the therapy court programs. Fosters strong, positive working relationships with appropriate staff in federal, state, and county agencies
- Serves as a liaison between staff in federal, state, and county entities and judicial leadership, court administration, constitutional officers, treatment providers and various community agencies
- Assists in researching, developing and writing local, state and federal grant proposals for therapy court programs; manages grant contracts and accomplishes grant contract reporting
- Manages and monitors for compliance all contractual services involving the Problem Solving Court programs to include evaluations and any resulting outpatient and/or residential treatment services
- Creates and manages the dissemination of all Problem Solving Court related correspondence, to include brochures, guides and operational manuals related to programmatic policy and procedure
- Gathers, analyzes and compiles statistical information for monthly, bi-annual and annual reports and publications
- Attends and/or conducts staff, committee or other professional meetings to exchange information
• Attends educational workshops, conferences and training events for professional growth and enrichment and to acquire and maintain any and all required certifications, etc.

• Completes any other projects, assignments or duties as necessary and applicable

MINIMUM KNOWLEDGE, ABILITIES, SKILLS AND QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Knowledge of the laws, rules, and standards of the Florida State Courts System, trial court process, and the criminal justice system is required. Knowledge of Florida Statute 397 and Florida Administrative Code 65D-30 as related to substance abuse treatment and licensure.

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Knowledge and understanding of the goals, objectives, culture, and operational business practices related to Problem Solving Court programs

• Ability to develop strategic and tactical plans and to produce quality work product under pressure

• Proficient with office software, to include Microsoft Office, (Word, Excel, desktop publishing, and PowerPoint programs)

• Experience in working both independently and in a team-oriented, collaborative environment

• Ability to seamlessly adjust to shifting priorities and demands to meet fluid timelines

• Ability to conduct meetings and make formal presentations

• Ability to exercise professional discretion and confidentiality at all times

• Excellent oral and written communication skills to include experience in research, proposal and speech writing, and executive level communication and presentation

• Effectively network and present information to community stakeholders

• Ability to define, analyze and solve problems through the application of the scientific method

• Keen attention to detail with the ability to multi-task efficiently

MINIMUM QUALIFICATIONS:

Education:
• Bachelor’s degree in Psychology, Social Work, Behavioral Sciences, or a related field

Experience:
• At least three years in the addiction/mental health field with supervisory experience in clinical supervision and treatment management
Certificates, Licenses, Registrations:

- Valid State of Florida LCSW, LMHC, a CAP, or/and equivalent Florida license in a related field (as defined in Florida Administrative Code 65D-30.002(63)).
- Valid Florida Driver License

Preferred Qualifications:

- A Master’s Degree with major course work in Psychology, Social Work, Behavioral Sciences, or a related field

Special Note: All offers of employment are conditioned on job applicants clearing a background investigation. All information gathered during the investigation is confidential.

We are an equal opportunity employer. We do not discriminate based on race, religion, color, sex, age, national origin or disability. Interested applicants must complete a State of Florida application form 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
ssullivan@jud10.flcourts.org

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.