

Therapeutic/ Program Manager**GENERAL SUMMARY**

Primary function of the job is to coordinate and manage the Circuit Court, Family Division Programs including the Therapeutic Court program and to coordinate services within the court and the community. Employee will screen and assess potential program participants and attend court hearings as needed. Employee will be responsible for data collection regarding said programs and maintaining the data base. Employee will also develop and monitor grants for additional funding for the court programs. Employee will supervise the volunteer staff and will assist with coordinating volunteer services for the Circuit Court, Family Division, and the Probate Court. Employee must work as part of a team, ensuring that the team meets its objectives.

Employees must meet the minimum requirements, conditions of employment, and be able to successfully perform all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. This position may also require travel by the employee in the employee's own vehicle.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Coordinates and manages the Probate and Circuit Court, Family Division programs as directed by the Family Division Administrator and Judge.
- Establishes priorities, monitors, and evaluates the effectiveness and efficiency of court programs, manages outcomes and develops and implements plans to improve services.
- Assists the Probation Officers with coordinating activities, reports, and case management of Therapeutic Court participants.
- Assists the Probation Officers with screening and assessing potential participants for the Therapeutic Court programs.
- Consults with probation officers on cases involving Therapeutic Court participants, as needed.
- Assists in the planning, developing, and coordinating of programs and services for the Therapeutic Court(s).
- Enters, verifies, and reconciles information and data. Develop spreadsheets, databases, and/or reports as needed.
- Assists the court administrator in Writing, developing, and monitoring grants for compliance and seeks additional funding for programs.
- Provides program management and collaboration including interviewing and selecting applicants, training, overseeing work and establishing and evaluating appropriate performance standards in accordance with Probate Court, Family Court and CASA objectives and requirements.
- Participates in and/or reports to a variety of meetings, committees, professional associations, boards, community collaborative and/or other related groups. Hours may be irregular.



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- Supervises and assists the volunteer coordinator and staff
- Perform other duties as assigned

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Master's Degree in Social Work or Counseling.
- Two to Four years of directly related, progressively responsible experience, including at least one year of supervisory or managerial experience.
- Some experience with the legal process is recommended.
- Must be able and willing to participate in continued education. Experience in grant writing preferred

CERTIFICATIONS, LICENSES

- Must have valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.
- Must possess and maintain a valid Licensed Professional Counselor certificate or a Licensed Master of Social Work certificate.
- Must be professionally certified in substance abuse and mental health licensing

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check will be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves the development of new guidelines and techniques, establishing criteria or developing new information in which new guidelines may not exist for all situations. Considerable independent judgement, personal discretion and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the Court Administrator or Judge to resolve or may not be resolvable.

Work involves evaluating the relevance and importance of theories, concepts, and principles to develop different approaches or tactical plans to fit specific circumstances where guidelines may not exist but are flexible and open to considerable interpretation. Analytic skills are needed to interpret and apply guidelines. Errors at this level could cause serious, but short-term consequences involving significant financial impact or cost, reduced service to the public, and/or strong negative citizen reaction requiring intervention from a higher-level manager and could impact others outside the department.

- This job is not part of a series.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- Work is performed in an office environment.
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May occasionally be required to lift/move up to 50 pounds.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Advanced proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Must be willing to become knowledgeable with Circuit Court, Family Division and Probate Court statutory and regulatory requirements, including neglect and abuse matters, guardianships, conservatorships, and juvenile delinquencies.
- Knowledge of community resources as they relate to Probate Court, Circuit Court, Family Division and Therapeutic Court participants.
- Knowledge of general accepted accounting and bookkeeping principles, as well as budgeting, financial management and procurement.
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search and compile data, including Word, Excel, Publisher and any County/Court/State programs utilized by the Court.
- Advanced interpersonal skills necessary to develop and to maintain effective and appropriate working relationships with customers, co-workers and representatives of other agencies.



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Job Description

- Knowledge of supervisory and employee management principles.
- Skill in mentoring and training volunteers and /or employees with varying education backgrounds and aptitudes.
- Ability to represent the Court/County appropriately and effectively at a variety of community events and activities in support of positive public relations initiatives, and to develop liaison relationships between the community and the Court/County.
- Ability to interpret and explain policies, processes, regulations, and applicable laws in layman's terms.
- Skill in researching and resolving problems to ensure compliance.
- Ability to persuade others to gain concurrence or to resolve problems and gain cooperation.
- Ability to consistently demonstrate sound ethics and judgement.
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions and act with integrity.
- Ability to comprehend, proceed and apply both verbal and written skills appropriate to the job.
- Ability to facilitate meetings effectively and efficiently.
- Ability to accurately organize and maintain paper documents and electronic files.
- Ability to maintain the confidentiality of information and professional boundaries.
- Ability to use Court/County resources effectively and efficiently