

Thursday,
September 28, 2023
at 12:00 PM

TREATMENT COURT STEERING COMMITTEE

A SUBCOMMITTEE OF THE CRIMINAL JUSTICE
COLLABORATING COUNCIL

Door County Justice
Center
Jury Assembly Room
1209 S. Duluth Avenue
Sturgeon Bay, WI 54235

AGENDA:

1. Call Meeting to Order
2. Roll Call
3. Adopt Agenda
4. Review August 3, 2023 Treatment Court Steering
Committee Discussion
5. New Business:
 - a. Treatment Court Coordinator Role and Function
 - b. 2024 Grant Update
 - c. Drug Testing
6. Matters to be placed on a future agenda or to be referred
to a Committee, Official or Employee
7. Next Meeting date: October 26, 2023 at 12:00PM
8. Adjourn

To mitigate the impact of COVID-19 this meeting will also be conducted by teleconference or video conference.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82830728314?pwd=bnlqNXhTazVmMVhGKzFvc2JoSGtGQT09>

Webinar ID: 828 3072 8314
Passcode: 116888

Or Telephone:
1 312 626 6799

Deviation from the order shown may occur

In compliance with Disabilities Act, any person needing assistance to participate in this meeting, should contact the Office of County Clerk at 920-746-2200. Notification 48 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.

**Thursday,
August 3, 2023
at 12:00 PM
FOR REVIEW
PURPOSES ONLY**

TREATMENT COURT STEERING COMMITTEE

*A SUBCOMMITTEE OF THE CRIMINAL JUSTICE
COLLABORATING COUNCIL*

**Door County Justice
Center**
Jury Assembly Room
1209 S. Duluth Avenue
Sturgeon Bay, WI 54235

AGENDA:

1. Call Meeting to Order
2. Roll Call
3. Adopt Agenda
4. Approve Minutes from previous meetings:
June 22, 2023 Treatment Court Steering Committee
5. New Business:
 - a. Replacement for Evaluator
 - b. Adding Steering Committee Members
 - c. DHHS Contracted Peer- Support Specialist
 - d. Graduation on August 14, 2023
 - e. Termination Process
 - f. Steering Committee Document Review Day
 - g. Other Treatment Court Updates
6. Matters to be placed on a future agenda or to be referred to a Committee, Official or Employee
7. Next Meeting date: August 24, 2023 at 12:00PM
8. Adjourn

To mitigate the impact of COVID-19 this meeting will also be conducted by teleconference or video conference.

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/84151126804?pwd=dzJ5eUQ4QS9uR1hNNlo0aUVKbkVoZz09>

Webinar ID: 841 5112 6804

Passcode: 478967

Or Telephone:

1 312 626 6799

Deviation from the order shown may occur

In compliance with Disabilities Act, any person needing assistance to participate in this meeting, should contact the Office of County Clerk at 920-746-2200. Notification 48 hours prior to a meeting will enable the County to make reasonable arrangements to ensure accessibility to that meeting.

AGENDA Posted: _____, 2022 by _____

County of Door
Health & Human Services

Division: Treatment Court Services	Title: Court Services Coordinator	Date Created: 10/25/2019
Report To: Health and Human Services Director	Prepared By: Joseph Krebsbach	Date Revised: 09/08/2020
Pay Grade: I - DTE	Reviewed By: Kelly Hendee	Date Approved:
FLSA Status: Exempt	Employee Group: GME	EEO Code: 02-Professionals

General Summary

This position is to implement and oversee the Door County Treatment Court and diversion programs. The coordinator will be responsible for policy and program development. They will work closely with the Treatment Court Teams. They will also act as a case manager for all treatment court participants. Responsible for providing truthful and accurate written and verbal communications. ****This is a full-time grant funded, position with eligibility for county benefits. Unless funded through additional or alternate funding, this position will be from date of hire through 12-31-2022****

Duties and Responsibilities

Essential Job Functions

1. Develop policies, procedures and forms for treatment court program implementation and operation.
2. Implement and operate treatment Court program according to approved policies and monitor compliance with policies and program goals.
3. Train other county departments on Treatment Court program policies and procedures to enhance collaboration, support and assist with implementation.
4. Provide oversight and direction to Pathway's program and Youth Diversion Case Manager.
5. Facilitate treatment court team/staff meetings
6. Administer COMPAS risk assessment to evaluate program referral: based on assessment results, make recommendations to the treatment court team for admission to the program
7. Coordinate or complete substance abuse screen for individuals admitted to treatment court, identifying individual needs which include medical, psychological, vocational, social familial, and daily living spheres.
8. Conduct regular meetings with participants to discuss progress within the program and monitor all participant program activity from admission through termination or graduation from the Treatment Court Program.
9. Gather information from other agencies in regard to client participation.
10. Coordinate and ensure collection of all drug and alcohol testing samples and report drug testing to the Team

County of Door **Health & Human Services**

11. Create weekly reports to present to treatment court team at weekly staff meetings with the other treatment court team members and recommend participant rewards/sanctions based on participant's performance
12. Gather and report participant-level data and statistics for program evaluation
13. Create and maintain participant case files and case plans, including continuity of care and aftercare portfolios
14. Attend local and county meetings as requested by supervisor.

General Job Functions

1. Provide referral information to participants as needed using well developed personal network of community contacts
2. Monitor payment of program fees, fines, and restitution and advise the treatment court team of each participant's compliance with the financial components of their treatment protocol
3. Co-facilitate psychoeducational relevant to treatment court population using evidence-based protocol.

Requirements

Training and Experience

1. Bachelor's degree in Social Work, Psychology, Human Services, Criminal Justice, or other closely related behavioral science field; OR substantial employment equivalent to 1-3 years of direct field and office experience in substance abuse field. Masters preferred.
2. Completion of training in the COMPAS assessment process/tool is required within three (3) months of hire.

Knowledge, Skills, and Abilities Required

1. Outstanding interpersonal and problem-solving skills. Ability to simultaneously manage multiple competing priorities and tasks in an effective and efficient manner.
2. Ability to plan, organize, manage time effectively, and be detail oriented.
3. Familiarity with grant application and reporting.
4. Excellent verbal and written communication skills; Ability to communicate appropriately and effectively with diverse populations.
5. Knowledge of local and national drug abuse trends; experience working with individuals who have a history of opiate addiction.
6. Knowledge and understanding of the therapeutic techniques utilized in treatment of addiction, mental health, and co-disorders of those served. Ability to administer, score and interpret assessment tools utilized in all programs.
7. Displays understanding of dual diagnosis and its effect on the treatment process for both staff and participants.
8. Requires the ability to work with minimal supervision in a fast-paced and stressful environment, focusing on customer service.
9. Ability to maintain and effectively manage a varying caseload.
10. Must possess valid driver's license and current insurance throughout duration of employment.
11. Must have reliable transportation and be willing to travel (mileage reimbursed).

