

## **ALTERNATIVE SENTENCING COORDINATOR**

### **DEFINITION**

Under general direction administrates, plans, organizes, and supervises the functions, services, and programs of the Plumas County's collaborative justice programs, including the Plumas County Adult Drug Court and a variety of alternative sentencing programs under Criminal Justice Realignment as assigned; responsible for the administration of mandated treatment programs and the delivery of services; responsible for certain victim services related to AB109; provides Administrative leadership; represents these programs with state, local and community organizations and other government agencies; and does related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This position has responsibility for the administration and coordination of the Plumas County's collaborative justice programs, which include Adult Drug Court and other court mandated treatment programs under Criminal Justice Realignment. The incumbent works closely with the Community Corrections Partnership and the Drug Court Treatment Team and the Drug Court Policy Committee in the development and administration of Plumas County Court Mandated Treatment Programs. This position represents the District Attorney in a variety of services provided to the victims of crime.

### **REPORTS TO**

The District Attorney, as well as the Community Corrections Partnership and the Plumas County Adult Drug Court Partnership under District Attorney supervision.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

Community Care Case Manager, Office Assistant, Grant Compliance Officer and Grant Compliance Assistant, Administrative Assistant I and II, Fiscal and Technical Services Assistant I, II and III and Legal Services Assistant I and II.

## **ALTERNATIVE SENTENCING COORDINATOR - 2**

### **EXAMPLES OF DUTIES**

- Works closely with the Community Corrections Partnership, the Adult Drug Court Partnership, and relevant committee and workgroups.
- The Coordinator will assist various treatment programs with the monitoring and evaluation when appropriate
- Assists with recruitment, staffing and selection of personnel.
- Supervises, trains, and schedules staff and volunteers.
- Establishes standards for programs.
- Provides leadership, and consultation to staff in the resolution of difficult questions or problems.
- Assists with the development of program plans.
- Serves as the project officer for programs and services and is responsible for the submission of all program and fiscal reports.
- Assists in seeking funding sources, responding to grant applications, implementing and monitoring grant funds and providing fiscal, narrative and statistical information as required by the funding source to ensure the ongoing operation of the mandated treatment programs.
- Plans and develops work plans related to collaborative justice projects in consultation with collaborative justice partners and communities.
- Is responsible for the preparation of an annual report to include number of participants, graduates, recidivism rates, changes in programs.
- Develops policies and procedures.
- Prepares and develops the budget and monitors financial reports.
- Monitors staff and contractor effectiveness.
- Provides training and education for community organizations and assists in event coordination, planning and implementation.
- Acts as liaison with community groups, and State, Federal and local agencies.
- Analyzes and makes recommendations regarding the effectiveness of programs and conducts reviews for appropriate utilization of services from admission through discharge.
- Evaluates client satisfaction and quality of care provided by to participants of collaborative justice programs, including the Plumas County Adult Drug Court Program, AB109 funded Behavioral Health services, and ancillary services serving participants in collaborative justice programs.
- Participates in policy development and implementation.
- Manages grant compliance.
- Conducts community assessments and presentations.
- Implements specific programs or program components.
- Keep statistics and provides records and reports to authorized agencies.

## **ALTERNATIVE SENTENCING COORDINATOR – 3**

### **EXAMPLES OF DUTIES- continued**

- Serves as liaison between prosecutors within the District Attorney's Office and the victims of crime in both pre- and post-conviction cases.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal and written communication; use of office equipment including computers, various media & educational tools, telephones, calculators, copiers and FAX; driving throughout the County and travel to some conferences.

### **TYPICAL WORKING CONDITIONS**

Work is performed equally in the community and in an office environment; continuous contact with staff and the public.

### **DESIRABLE QUALIFICATIONS**

#### **Knowledge of:**

- Modern methods of assessing, planning, designing and evaluation of mandated treatment court programs.
- Federal, State and local laws, regulations, policies and standards pertaining to drug courts.
- Community organization and development principles and practices.
- Methods and techniques for providing training and education to individuals, groups and the community.
- Methods of program monitoring and evaluation.
- Budget development and control.
- Principles of supervision, training, and employee evaluation.

#### **Ability to:**

- Plan, organize, develop and implement programs and services.
- Assign, schedule, supervise and evaluate staff.

## **ALTERNATIVE SENTENCING COORDINATOR – 4**

### **Ability to continued:**

- Develop budgets and control expenditures.
- Interpret, apply and explain Federal, State and local laws, regulations, policies and procedures.
- Establish and maintain cooperative working relationships and mediate disputes among the various agencies involved in these programs.

**Training and Experience:** Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five (5) years experience in administration or implementation of drug courts or similar programs, which include at least (2) years of management responsibility, program planning, administration and supervision.

Equivalent to graduation from a recognized college or university with a Bachelor's Degree in Criminal Justice, Public Administration, Human Services, Counseling, Psychology or Sociology or a related field.

**Desirable Qualification:** Some clinical training and experience in Substance Abuse or Mental Health Counseling, Social Work, or other experience in a clinical setting is desirable.

**Special Requirements:** Possession of an appropriate California Driver's License issued by the California Department of Motor Vehicles.

All County of Plumas employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with Plumas County requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Work related training as assigned, and to return to work as ordered in the event of an emergency.