

Compliance Officer (25 Hours Per Week), 100% of time will be spent working on grant activities. Hourly rate will be \$15.70

Under the direction of the 91st District Judge, Court Administrator, and/or the Program Coordinator, will interact extensively with all treatment providers, county agencies and other courts in the implementation and management of the 91st District Sobriety Court and Chippewa County Mental Health Court. Provides administration and overall coordination of interdisciplinary action for the Sobriety and Mental Health Courts requiring independent judgment and decision making. Maintains policy, procedure, and programming for 91st District Sobriety Court and Chippewa County Mental Health Court and will be responsible for data collection in compliance with the Court as well as SCAO minimum data requirements and entry of the same into the Drug Court Case Management System (DCCMIS).

Essential Functions:

- Serve as point of contact for participants and treatment team members comprised of the 91st District court judge, probation officer, representatives from the local treatment providers, prosecuting attorney officials and defense attorneys.
- Act as a liaison between 91st District Sobriety Court, Chippewa County Mental Health Court and courts.
- Assist as a point of contact for new referrals to the 91st District Sobriety Court and Chippewa County Mental Health Court, including coordinating the completion of the application process for prospective participants such as the sobriety court referral forms, screening and interviewing the participant and executing the participation agreements, information releases, and advice of rights forms.
- Maintain policy and procedure handbook for both participants and team members in compliance with any SCAO guidelines, generally accepted best practices, and special needs and resource of the local jurisdiction.
- Collect and submit data in compliance with SCAO tracking requirements, including DCCMIS.
- Schedule and attend treatment team meetings and necessary status review hearings (SRH) as directed by the Program Coordinator.
- Compile information on participant compliance with conditions of 91st District Sobriety Court and Chippewa County Mental Health Court participation and assure it is accurately communicated to and considered in the treatment team meetings, including preparation of case compliance and process summaries for the SRH.
- Work closely with 91st District court probation officers and MDOC agents to ensure participant compliance and progress.
- Facilitate understand and resolution of conflicts that may arise in the operation of the 91st District Sobriety Court and the Chippewa County Mental Health Court.
- At the court administrator's direction, promote the 91st District Sobriety Court and Chippewa County Mental Health Court by education of public officials, relevant professional organizations, the media and the community at large.
- Identify and assist in the facilitation of training resources and educational events for members of the 91st District Sobriety Court and Chippewa County Mental Health Court treatment teams.
- Assist Program Coordinator and court probation officers with compliance checks and random drug screenings, as directed by the Program Coordinator.
- Additional duties to include home checks, drug screens, curfew compliance, appointment attendance, tether compliance, etc.
- Ensure compliance with all federal confidentiality policies and procedures (i.e. HIPPA).

All other duties as directed by the 91st District Court Judge, 91st District Court Administrator, and/or Program Coordinator.