

Swift and Sure Sanctions Probation Program Coordinator Job Description

General Summary:

Appointed by the chief judge to perform duties associated with the operation of the Swift and Sure Sanctions Probation Program (SSSPP). Maintains procedural and clerical elements of the program. Coordinates and performs drug testing as required.

Supervision Received:

Under the direct supervision of the court administrator, work is performed in partnership with the Michigan Department of Corrections. Works closely with the judge(s) assigned to the SSSPP cases.

Typical Duties:

1. Serves as liaison for and among the SSSPP stakeholders, including the court, the Michigan Department of Corrections, and law enforcement.
2. Interacts with SSSPP probationers to gather demographic information and administers drug and alcohol tests as required by the program.
3. Assures all paperwork and documents relating to the program are accurately assimilated into court or program files, and bills or invoices are paid accurately and timely.
4. Facilitates the execution of court orders, including but not limited to, performing/collecting drug screening tests, organizing stays in treatment or detention centers, arranging for transportation, and coordinating access to community resources for probationers.
5. Collects data for biannual progress reports as required by the SCAO.
6. Maintains close working relationships with judges, probation officers, court staff, law enforcement agencies, social service agencies, and others in the community.
7. Schedules and attends all meetings associated with the SSSPP, including stakeholder gatherings.
8. Assists in the writing of all grant applications, policies, and procedures associated with the program.
9. Prepares and distributes program reports and statistics as required by the court, SCAO, or at the request of SSSPP stakeholders.
10. Performs other duties as directed by the court.

Minimum Education and Experience Requirements:

Bachelor's degree in criminal justice, health science, social science, social work, business, or other related field.

OR

Associate's degree in criminal justice, health science, social science, social work, business, or other related field, and two (2) years of experience in a related field.

Desirable Knowledge, Skills and Abilities:

Possess strong computer skills, including knowledge of word processing, spreadsheet, presentation, and database solutions. Shall have excellent communication skills, both written and verbal, and be comfortable speaking in public. Must be comfortable working with diverse populations that include persons convicted of various criminal offenses.

Special Employment Conditions:

The SSSPP coordinator position is a grant funded position. In the event that the grant is not renewed, this position terminates at the end of the funded grant cycle.

The person in this position may be required to work in any court location, depending on the program's coverage needs, and will have regular contact with people convicted of criminal felony offenses.

Possession of a valid vehicle operator's license. Must pass pre-employment physical, including drug testing, criminal record, reference, and background check prior to employment. Employees will be fingerprinted.

Appropriate speech, dress, and a high level of personal and professional conduct including confidentiality and integrity must be maintained. Regular, reliable, and predictable attendance is required. This position is subject to random drug testing as implemented by the court.

This position may deviate from the general work hours of 8:30 a.m. to 5:00 p.m. with prior approval. An employee in this position will work 37.5 hours per week, with the flexibility to adjust hours in order to meet the needs of the program or its probationers.

This description is intended to describe the type and level of work being performed by a person assigned to this job. It is not an exhaustive list of all duties and responsibilities required by a person so classified.