

THE CIRCUIT COURT

MANISTEE COUNTY COURTHOUSE
415 THIRD STREET
MANISTEE, MICHIGAN 49660
231-723-6664
231-723-1645 (FAX)



BENZIE COUNTY GOVERNMENT CENTER
448 COURT PLACE
BEULAH, MICHIGAN 49617
231-882-9671
1-800-315-3593
231-882-5941 (FAX)

STATE OF MICHIGAN
19TH JUDICIAL CIRCUIT
MANISTEE AND BENZIE COUNTIES

HON. DAVID A. THOMPSON
CHIEF JUDGE

The 19th Circuit Court Adult Drug Court Program Coordinator- Part Time for Benzie County

The 19th Circuit Court is looking for a qualified candidate to work as the 19th Circuit Court Adult Drug Court Program Coordinator for Benzie County. This is a part-time contractual position. The program involves intensive supervision of participants including mandatory drug testing, counseling/therapy sessions, support group sessions, home visits, and court appearances. This individual will supervise program participants and hold them accountable for program compliance.

Under the supervision of the Circuit Court Administrator, the Program Coordinator will:

- Administer case management functions
- Coordinate and/or administer drug screening
- Timely preparation of reports for the Court and team members
- Enter necessary information in the DCCMIS database
- Provide information to the Sobriety Court Team prior to hearings on offender progress or non-compliance and offer input as to appropriate responses
- Appear and report at judicial review hearings and violation hearings as required
- Other duties as assigned.

Required Education and Skills:

Bachelor's degree in criminal justice, social work, counseling or closely related field preferred. The Court, at its discretion, may consider an alternative combination of formal education and work experience.

Candidates with prior knowledge of the criminal justice system and a demonstrated proficiency in handling probationers will be preferred.

Compensation: \$20.52 per hour for 15 hours/week. No benefits. **THIS IS A GRANT-FUNDED POSITION.**

Submit cover letter and resume by email to c1951pah@manisteecountymi.gov or mail to 19th Circuit Court Admin, 415 Third St., Manistee, MI 49660. Resumes accepted until position is filled.