



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Therapeutic Docket Coordinator	DEPARTMENT: Blue Ridge Court Services
IMMEDIATE SUPERVISOR: Director and Assistant Director	GRADE/RANK: 13
	FLSA/ESSENTIAL STATUS: Non-Exempt/Essential

GENERAL DEFINITION AND PURPOSE OF WORK:

The therapeutic docket coordinator is responsible for the day-to-day management of the Staunton-Augusta Therapeutic Docket Program. The Staunton-Augusta Therapeutic Docket is a post-plea specialized court docket which employs a problem-solving approach to court processing in lieu of more traditional court procedures for certain defendants with mental illnesses. The therapeutic docket coordinator reports directly to the Director and Assistant Director of Blue Ridge Court Services and provides comprehensive oversight of the Staunton-Augusta Therapeutic Docket Program. The primary responsibility of this position is to guide and direct all aspects of the therapeutic docket. This shall include coordinating the bi-weekly therapeutic docket sessions, coordinating the bi-monthly meetings of the Therapeutic Docket Advisory Committee, maintaining a comprehensive data base for therapeutic docket participants as well as acting as a liaison with the Virginia Supreme Court and the Department of Behavioral Health and Developmental Services for grant reporting and funding.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Receives and reviews all referrals to the docket from the judges, prosecutors, police officers, magistrates, public defenders, and pretrial services;
- Determines the eligibility and appropriateness of referrals, and places them on the next docket for discussion;
- Coordinates any needed clinical assessments with the therapeutic docket mental health clinician;
- Prepares the bi-weekly docket sheets and distributes by email to the therapeutic docket team;
- Presents updates to the court during each docket with recommendations for incentives and sanctions;
- Prepares bi-weekly updates of the results of each therapeutic docket session to the therapeutic docket team;
- Meets weekly with all therapeutic docket clients, and makes appropriate referrals for needed assistance;
- Maintains the BRCS therapeutic docket internal database, and provide monthly updates to the BRCS Director;
- Maintains the DBHDS therapeutic docket database, and provide quarterly reports to DBHDS;
- Coordinates the quarterly meetings of the Staunton-Augusta Therapeutic Docket Advisory Committee;
- Prepares the quarterly statistical report for the Therapeutic Docket Advisory Committee;
- Prepares the year-end therapeutic docket summary report to the Blue Ridge Criminal Justice Board and;
- Assists the Director in soliciting and applying for all available grant opportunities relating to mental health services.

KNOWLEDGE, SKILLS AND ABILITIES:

Possesses specific knowledge of community corrections and evidence based practices and a general knowledge of the criminal justice system, pretrial, probation law enforcement, etc. Also possesses a general knowledge of human behavior, social science and rehabilitative techniques and objectives. Has the ability to establish and maintain positive working relationships with the courts, legal, law enforcement, clients, victims, families, and the general public. Is able to establish and maintain positive and collaborative working relationships with coworkers, administrative and management staff. Can communicate effectively both orally in writing. Possesses the ability to learn and apply new techniques and skills as trained as well as the ability to utilize a computer, email, word processing, and database management systems. Possesses the ability to train/coach/mentor junior staff with the department to convey knowledge and build skills.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of experience equivalent to graduation from an accredited four-year college or university with major course work in criminal justice, sociology, psychology, social work, counseling or a related field. Demonstrated proficiency (positive performance evaluation) and knowledge base of community corrections. Must have a minimum five years of experience in community corrections. Demonstrates a willingness and ability to accept more responsibility and duties. Ability to share some responsibility for departmental goals and duties with the Assistant Director and the Director.

SPECIAL REQUIREMENTS:

Possession of a valid driver's license. Possession of or ability to acquire VCIN/NCIC certification. Possess means of transportation to meet the necessary job requirements. Must meet and maintain minimum qualifications for the position established by BRCS and the Commonwealth of Virginia.

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS:

Work involves risk to personal safety due to close contact with the offender population in a community corrections setting. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment. This is primarily sedentary work requiring the ability to type and operate a computer. Vocal communication and the ability to convey information and or detailed instructions accurately, loudly, and quickly is required. Hearing is required to perceive information at normal spoken word level. Visual acuity is necessary to analyze written or computer data and to observe general surroundings.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Not applicable.

EXAMPLES OF EXPECTED DECISION MAKING:

Not applicable.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Therapeutic Docket Coordinator will be required to follow any other instructions and to perform any other related duties as assigned by the

supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Blue Ridge Court Services and Chief Human Resources Officer

Revised Date: 2019