



Council of Accountability Court Judges

JOB ANNOUNCEMENT

Medication Assisted Treatment (MAT) and Housing Grant Coordinator

Recruitment Period: Submit resume by August 2, 2022

Number of Positions: One (1) position

FLSA Status:

Non-Exempt

Salary: \$30/hour

Position Location:

Fulton County, GA

Job Summary

This is a part-time, hourly, non-benefits-eligible position. This position is predominantly grant-funded. Both grants supported by this position are funded through September 30, 2023, and this position is subject to the availability of grant funds. If continued funding is not obtained, this position may not be funded past that date.

This position is primarily located at the Council of Accountability Court Judges, 244 Washington Street, SW, Atlanta, Georgia 30334. CACJ will provide office space at this location. However, some evening and weekend work will be required, as well as travel to courts throughout the state to provide on-site technical assistance. Attendance at CACJ staff meetings in Atlanta and other meetings as needed will be required. This is a hybrid position, and some in-office attendance is required.

Job Responsibilities and Performance Standards:

The Council of Accountability Court Judges (CACJ) seeks a part-time Medication Assisted Treatment (MAT) and Housing Grant Coordinator who will provide leadership, management, and administrative support for a BJA-funded MAT grant and a HUD/DCA-funded housing grant. The position will develop and guide the rollout and expansion of MAT to accountability courts throughout Georgia. Similarly, the position will administer programmatic assistance to pilot project courts in providing participant housing services through the DCA ESG-CV housing grant.

Under broad supervision, the MAT and Housing Grant Coordinator conducts research, develops, or modifies technical assistance to courts throughout the state, assists in implementation, and evaluates programs. The expansion of MAT and participant housing services will require the position to design and implement training and to provide hands-on, customized technical assistance to accountability court programs.

Key Duties & Responsibilities:

- Perform job responsibilities with minimal supervision.
- Serve as project manager for the implementation and operations of these grants, including tracking multiple tasks in a detail-oriented, proactive manner and following up on tasks to ensure completion in compliance with federal and state grant conditions.
- Serves as a MAT expert and/or organization resource in assigned areas.

- Work with treatment providers to develop, pilot, and study new interventions for Opioid Use Disorder.
- Work with clients, providers, outside vendors, court personnel and management to assist in the development and implementation of MAT services.
- Generate and deploy creative solutions in partnership with DCA and local courts to comply with grant requirements and to expand access to housing services for courts in the housing grant.
- Build interagency partnerships.
- Coordinate project activities and perform research, evaluation, and analysis of operational issues.
- Develop standards and procedures to be used in project development and implementation.
- May oversee or participate in policy, procedure, and processes development.
- Plans, develops, implements, and maintains a system designed to coordinate and provide continuous and systematic evaluations for programs.
- Develop operating policies and procedures that are based on best practice.
- Assess stakeholder training needs and implement needed programs.
- Close coordination and collaboration with CJCC, grant partners and national TTA providers.
- Compile and submit all progress reports to funders.
- Collaborate with CJCC staff/grants specialist to manage the project budget and approve allowable expenditures.
- Prepare and submit grant applications for continuation funding.
- Monitor compliance with grant stipulations and program progress through on-site evaluations, documentation review, and reporting.
- Attend all mandatory training and technical assistance events and coordinate logistics.
- Serve as staff to assigned CACJ committees and/or subcommittees.

NOTE: The above job description represents the general nature, primary duties and responsibilities, and qualifications for the work performed by employees within this job, but it is not a comprehensive and exhaustive list. Employees may be required to perform other duties assigned, and specific duties, responsibilities, and activities within the core nature of the job may change at any time with or without notice. Employees must be able to perform the essential functions of the job, as specified by the employing entity with reasonable accommodation.

Minimum Job Requirements:

Bachelor's degree in a related field from an accredited college or university AND one year of related experience with accountability court(s) OR completion of an apprenticeship/internship that sufficiently supplied experience to understanding the basic principles relevant to the major duties of the position.

Preferred Qualifications:

Bachelor's degree in criminal justice, public administration, social science, sociology, social work, humanities or a related field from an accredited college or university **AND** two or more years of related experience in one or more of the following areas: grant writing, grant administration, grant management, accountability court services, project evaluation/monitoring, and program management.

PHYSICAL REQUIREMENTS:

- Ability to speak and hear visitors at an ordinary conversation level and to participate in telephone conversations
- Ability sit at a desk for long periods of time using telephone or personal computer.
- Ability to walk, stand, bend, stoop, lift, reach and stretch in handling heavy and/or bulky items.
- Ability to lift and sort heavy or bulky items up to 30 lbs.

To apply:

Applicants must submit a resume to resume@georgiacourts.gov by close of business **August 2, 2022**. This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line must include: MAT/Housing Grant Coordinator

Additional Information:

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-556-7516. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.