



Council of Accountability Court Judges

Job Title: Statewide Medication Assisted Treatment (MAT) Coordinator

Closing Date: November 28, 2022

Salary Plan: Pay Grade K (salary will be commensurate with the experiences and technical skills as required by the position, but not greater than the maximum salary for the position grade).

Benefits: (Funded by employee premiums and employer contributions).

- Health and flexible benefits available
- 12 paid state holidays
- Annual & sick Leave
- Hybrid working environment.

This position is primarily located at the Council of Accountability Court Judges, 244 Washington Street, SW, Atlanta, Georgia 30334

Secondary work location will be located at the Criminal Justice Coordinating Council, 104 Marietta Street, NW, Atlanta, Georgia 30303

Job Description:

The Council of Accountability Court Judges (CACJ) seeks a full-time Medication Assisted Treatment (MAT) Coordinator who will provide leadership, management, and administrative support to a **grant funded** project to develop and guide the rollout of MAT services to Accountability Courts throughout Georgia. CACJ will work diligently to sustain the position once the grant funds are expended. Under broad supervision, conducts research, develops, or modifies technical assistance to courts throughout the state, assists in implementation, and evaluates programs. The expansion of MAT services will require training and hands-on technical assistance. NOTE: Some overnight and out of state travel required as well as flexible work hours, including some weekends and evenings. The position will be based in Atlanta but will require travel to courts throughout Georgia.

Key Duties & Responsibilities:

- Performs job responsibilities under general supervision.
- 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.

- Build interagency partnerships.
- Coordinates project activities and perform research, evaluation, and analysis of operational issues.
- Develops 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 BJA's national TTA provider.
- Compile and submit all progress reports to BJA.
- Collaborate with CJCC Staff/grant 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.
- Provide support to the CACJ annual training calendar.

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 without accommodation.

Entry Qualifications:

Bachelor's degree in a social service field from an accredited college or university AND one year of substance use disorder or related treatment experience AND one or more years 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:

Certification as CAC-II, CADC-II, MAC, or similar
AND

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 and management, accountability court services, project evaluation/monitoring, and program management