



Harris County – JOB DESCRIPTION

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| Job Title: | Family Intervention-Infant Toddler Court Program Director | Salary Range | \$51,500 to \$72,500 |
| Department: | Harris County District Courts | | |
| FLSA: | Exempt | Revision Date: | April 2019 |

Purpose:

The project director is the key liaison and resource for the FI-ITC team members, the judge, stakeholders and the community. As a member of the FI-ITC steering committee, plays an active role in program policy and planning in addition to implementation. Will be responsible for grant reporting, budget monitoring and management of staff/service contractors. .

Duties, Functions and Responsibilities:

1. Develop strategy to acquire funding, and is responsible for responses to funding opportunities.
2. Manage daily operation of program, including budget management and maintenance of filing systems.
3. Negotiate and monitor treatment and ancillary contracts for services provided to program participants.
4. Create and maintains data collection system to monitor client compliance, identify trends, and provide a basis for evaluation.
5. Identify opportunities for community collaboration, creating memoranda of understanding and linkage agreements as indicated to ensure participant needs are met across the full spectrum of biopsychosocial functioning.
6. Participate actively in participant staffing, ensuring continuity of care and providing information on previous sanctions and incentives (or lack thereof).
7. Oversee data collection system to monitor client compliance, identify trends, and provide a basis for evaluation.
8. Develop a full range of continuing care services for participants, including but not limited to aftercare, Mentoring programs, and Alumni associations.
9. Generate and maintain FI-ITC Partner relationships with community resources needed to facilitate FI-ITC participant needs.
10. Solicit Memorandums of Understanding with Harris County treatment providers.
11. Coordinate FI-ITC monthly administration meetings.
12. Act as liaison to federal, state and local funders/donors.
13. Notify all FI-ITC members of training opportunities and relevant information regarding drug courts.
14. Provide opportunity for ongoing staff development to FI-ITC team members.



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MINIMUM QUALIFICATIONS:

Personal Skills

- a) Must be a problem solver
- b) Must possess skills in leading a multi-disciplinary team of professionals
- c) Excellent writing skills, able to produce documents suitable for legal-trained readers.
- d) Demonstrated ability to create, implement, and manage programs.
- e) Computer literacy, specifically as regards Microsoft Office products
- f) Must be able to develop long-range plans to assure the program operates efficiently and effectively

Formal Training

- a) Must have a Master's Degree from an accredited college or university; or
- b) Experience working directly with the Courts (i.e. clerk, law clerk, briefing clerk); or
- c) Management experience, including work within a framework of multiple disciplines and specializations.
- d) Previous projects involving stakeholder collaboration desirable.
- e) Clinical expertise is required.

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under their supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.