

Specialty Court Coordinator

- Work closely with project teams consisting of a Judge, Prosecutor, Defense Attorney and representatives from the VA, substance abuse treatment and Bluebonnet Trails MHMR
- Interview eligible applicants referred from the ACA to review/explain the program and its requirements
- Monitor and document candidate's application process and upon approval for admission into the program, schedule the plea in date with the CCL#2 Court Administrator• Establish and maintain effective working relationships with representatives of outside agencies, other county employees and officials, community outreach and other organizations, clinical and other social service providers and the public
- Conduct agency site visits
- Plan, organize and participate in special projects, including outreach efforts and public speaking
- Organize and arrange training opportunities for the project teams
- Participate in and network with the Texas Association of Specialty Courts and the National Association of Drug Court Professionals
- Compile statistical information and monitor grant condition compliance
- Research funding sources for program sustainability
- Coordinate and disseminate specialty court information
- Arrange for commencement ceremony refreshments and gifts