



POSITION VACANCY ANNOUNCEMENT

REVISED

Position: Program Coordinator (FT)
Salary: \$18.76 - \$20.11 DOQ
Posting Date: January 7, 2020

Department: Family Dependency Treatment Court
FLSA Status: Non-Exempt
Closing Date Extended: February 12, 2020

Major Duties:

The Program Coordinator is responsible for coordinating all Family Dependency Treatment Court programs and services for the Mountain Judicial Court. This includes coordinating and monitoring day-to-day program operations, supervising the work of other staff, recruiting and overseeing the work of contracted employees and coordinating with other team members to provide information about participants or programs. This position will conduct in home visits and attend court hearings between Rabun, Stephens and Habersham Counties. The Program Coordinator will also be responsible for preparing and monitoring county, circuit, state, and grant funded budgets.

Desired Knowledge and Skills:

- Knowledge of criminal court processes and procedures; and probation rules and regulations.
- Knowledge of drug and accountability court principles.
- Knowledge of program guidelines and related state, federal, and local laws.
- Knowledge of program and budget management principles and grant management principles.
- Knowledge of case management principles.
- Skill in the use of computers and job-related software programs.

Minimum Qualifications:

- Knowledge and level of competency commonly associated with the completion of a baccalaureate degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with three years' experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.

The successful candidate must complete a Background/Reference Check, Pre-Employment Drug Screening.

To Apply: All applicants must complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.

****Previous applicants need not apply****

Habersham County is an Equal Opportunity Employer.