POSITION VACANCY ANNOUNCEMENT

Position: Program Coordinator Drug Court (FT)
Starting Salary: $22.61/hour
Posting Date: October 29, 2026

Department: Family Court
FLSA Status: Non-Exempt
Closing Date: November 12, 2026

Job Summary:
This position is responsible for coordinating all Family Dependency Treatment Court programs and services for the Mountain Judicial Court.

Major Duties:

- Coordinates and monitors day-to-day program operations; supervises the work of other staff; recruits and oversees the work of contracted employees; coordinates with other team members to provide information about participants or programs.
- Prepares and monitors county, circuit, state, and grant funded budgets.
- Prepares recidivism reports, program data reports, and reimbursement requests from grantors; applies for program certification; maintains contracts.
- Facilitates pre-court staffing meetings; assists the judge in FDTC court hearings as needed.
- Facilitates staff meetings or policy and procedure meetings in order to ensure the implementation of best practices and to ensure compliance with federal, state, and local laws and grant requirements.
- Monitors and approves expenditures and manages program budget.
- Coordinates the referral process for new participants, including determining initial eligibility; completes, scores, and interprets assessments; coordinates legal processes with the District Attorney's Office and parent attorney; coordinates initial staffing to discuss potential participants and appropriateness for program.
- Manages crises of urgent after-hours activities.
- Implements new evidence-based programs as needed; coordinates treatment and whole-health programmatic requirements for each participant with treatment or service providers.
- Acts as an advocate for participants with resource or treatment providers in order to coordinate services.
- Creates monthly drug screening schedules.
- Assists Accountability Courts Director in coordinating services between counties and programs, sharing available resources, meeting with Advisory/Steering Committees, and seeking diversified funds.
- Attends and coordinates training for other team members; maintains certification and training requirements.
- Serves as liaison between the program and Judges, elected officials, other county departments, treatment providers, attorneys, community partners, and the public.
- Plans and coordinates participant graduations.
- Prepares court orders for Judge's signature, including transport orders, incarceration orders, transfers orders, etc.
- Monitors client progress in safe housing, drug screening, parenting, employment, education, etc.
- Assists Judge in ensuring compliance with CACJ standards, county/circuit requirements, and court requirements.

- Performs other related duties as required for the efficient operations of the department.

Minimum Qualifications:

- Possession of a Bachelor's degree in a course of study related to the occupational field.
- One to three years of experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems.
- 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.

Must pass a Background/Reference Check and Pre-Employment Drug Screenings prior to the start of employment.

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.