

**POSITION DESCRIPTION  
COUNTY OF WARRICK, INDIANA**

**POSITION:** Program Evaluator/Facilitator  
**DEPARTMENT:** Drug Court  
**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M-F  
**JOB CATEGORY:** PAT (Professional, Administrative, and Technological)

**DATE WRITTEN:** March 2020

**STATUS:** Full-time

**DATE REVISED:**

**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Warrick County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Program Evaluator/Facilitator for Warrick County Drug Court, responsible for assessing referred individuals, coordinating and facilitating evidence-based programs, monitoring participants, and maintaining program records.

**DUTIES:**

Assesses referred individuals to identify risk levels and determine program eligibility and needs, including conducting criminal history checks, collecting collateral information, reviewing files, and making contact with secondary resources as needed.

Manages program cases, including monitoring participant progress, ensuring compliance with treatments and program procedures, and maintaining records, data, and detailed assessments.

Coordinates and facilitates evidence-based programs to groups and individuals, including coordinating with court personnel, treatment providers, corrections programs, attorneys, and State agencies.

Administers drug and alcohol tests according to department procedures and maintains appropriate chain of custody for related specimens.

Performs related duties as assigned.

**I. JOB REQUIREMENTS:**

Baccalaureate degree in human services or related field.

Practical knowledge of Department programs and services with ability to assist in enrollment and implementation and ensuring participants meet program goals.

Working knowledge of and ability to make practical application of legal terminology, Indiana criminal laws, rules, regulations, policies and procedures of the Department and civil and criminal justice system.

Working knowledge of standard office procedures, basic computer skills including word processing/spreadsheet/email/presentation and Department-specific software/applications such as case management, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of basic filing systems with ability to create and maintain accurate and complete Department files.

Working knowledge of standard English grammar, spelling, and punctuation with ability to prepare documents, correspondence, and detailed written reports.

Ability to operate a variety of equipment, including computers, calculators, vehicles, and other equipment as needed.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to effectively communicate orally and in writing with co-workers, other County and State departments/agencies, judges, attorneys, other court personnel, treatment professionals, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to understand, memorize, retain, and carry out oral or written instructions, and present findings in oral or written form.

Ability to work alone with minimum supervision and others in a team environment.

Ability to work rapidly for long periods and on several tasks at a time, often under time pressure.

Ability to plan and layout assigned work projects, apply knowledge of people/locations, count, perform simple arithmetic tasks, and calculate.

Ability to compare/observe similarities and differences between data, people, or things analyze/compile/collate/evaluate data, and make data-driven decisions.

Ability to occasionally work extended hours, evenings, and weekends and travel out of town for meetings, sometimes overnight.

Possession of a valid driver's license and demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Operating within general instructions, guidelines and rules, incumbent selects the proper ones to ensure successful completion of assigned tasks. Incumbent performs a narrow range of regular duties which involve consideration of several variables, with relationships among them not always obvious.

## **III. RESPONSIBILITY:**

Incumbent is responsible for proper completion of assigned tasks, with desired results clearly specified. Unusual situations or problems are discussed with the supervisor, and incumbent is responsible for applying standard departmental practices and precedents to individual work assignments. Work product is periodically assessed for overall conformity with guidelines and standard departmental practices.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County and State departments/agencies, judges, attorneys, other court personnel, treatment professionals, and the public for the purpose of exchanging information and rendering service.

Incumbent reports directly to Drug Court Director.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties primarily in a standard office environment involving sitting/walking at will, sitting for long periods, driving, lifting/carrying/ pushing/pulling objects weighing under 25 pounds, handling/grasping/fingering objects, keyboarding, climbing steps, close/far vision, hearing sounds/communication, speaking clearly, and driving. Incumbent is exposed to violent/irate individuals, and safety precautions must be followed at all times to avoid injury to self and others.

Incumbent occasionally works extended hours, evenings, and weekends and travels out of town for meetings, sometimes overnight.

**Interested applicants should send a resume and cover letter to Jennifer Fuhs at [jfuhs@warrickcounty.gov](mailto:jfuhs@warrickcounty.gov) by March 24, 2023.**