

Licensed Treatment Court Coordinator

This is an “Open Until Filled” recruitment.

How to Apply:

A State of Florida Application is required for this position. Please upload this completed form when you apply. [State of Florida Application](#)

Applications must be completed in full. Applications containing the verbiage “please refer to resume” will NOT be considered.

General Statement of Job

The Licensed Treatment Court Coordinator provides clinical and administrative support to the Problem-Solving Court Programs. This position serves as a liaison among participants, treatment providers, community agencies, and the multidisciplinary court team to ensure access to evidence-based behavioral health and recovery support services. The coordinator has a focus on participant diagnostic assessments, case management, grant management and community engagement.

Essential Duties

- Conduct clinical screenings and initial diagnostic assessment.
- Coordinate referrals to substance use disorder treatment, mental health services, recovery support, and other community resources.
- Monitor participant engagement, treatment progress, and service utilization.
- Participate in treatment court staffing meetings and provide clinical consultation.
- Support development and implementation of individualized treatment and recovery plans.
- Maintain documentation and assist with data collection and reporting requirements.
- Manage grants and prepare statistical and financial reports.
- Promote evidence-based practices and maintain collaborative relationships with community partners.

- Educate the public and stakeholders about treatment court philosophy and operations.
- Perform other duties as assigned.

Education & Licensure

Master's degree in social work, counseling, psychology, or related behavioral health field required.

Licensed or license eligible in mental health counseling (e.g., LCSW, LMHC) required.

Certified forensic mental health evaluator is preferred.

Experience

- Three or more years of experience in substance use disorder treatment, behavioral health services, case management, treatment coordination, or treatment courts required.
- Experience working with justice-involved populations and individuals with co-occurring substance use and mental health disorders preferred.
- Demonstrated knowledge of evidence-based practices and ability to maintain confidential information.

Additional Competencies

- Strong communication, organizational, and collaborative skills.
- Ability to manage grants and budgets.
- Skill in developing and implementing program policies and procedures.
- Capacity for community engagement and public education.
- Commitment to ethical standards and professional conduct.

Benefit Details

- Optional Health Benefits
- Supplemental Insurance (Dental, Vision, Disability, Optional Life, Cancer, etc.)
- Low-Cost Basic Life Insurance
- Deferred Compensation (457b Pre-Tax & 457b Roth)
- Tax-Favored Spending Accounts
- Employee Assistance Support

Equal Opportunity Employer

The Eighteenth Judicial Circuit is an equal opportunity employer that actively pursues and hires a diverse workforce. We do not discriminate on the basis of nor manifest by words or conduct, bias or prejudice based on race, color, religion, age (40 or older), sex (including gender identity, sexual orientation and pregnancy), national origin, language, marital status, socioeconomic status, or disability or genetic information, which does not preclude performance of essential job functions, and reasonable accommodation(s) is provided, as necessary and judicious.

If you are a person with a disability who needs an accommodation in order to participate in the application/selection process, you are entitled, at no cost to you, the provision of certain assistance. Please notify Court Administration at 407-665-4227 prior to the application deadline. If you are hearing or voice impaired, please call through the Florida Relay Service (TDD) 1-800-955-8771.

Background Check

- Employment is provisional pending the results of a successful background investigation and fingerprinting.

E-Verify

- Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States. The Eighteenth Judicial Circuit participates in the U.S. Government's Electronic Employment Verification Program (E-Verify) to assist in this required verification process for all state-funded positions. E-Verify is a program that

electronically confirms an employee's eligibility to work in the United States after completion of the Employment Eligibility Verification Form (I-9) upon hire within the first 3 days of employment.

Drug-Free Workplace

- It is an objective of the Eighteenth Judicial Circuit to achieve a drug-free workplace. Any applicant for employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing court service for the Eighteenth Judicial Circuit, and the trust placed in our organization by the public.

At-Will Employment

- Pursuant to 110.205(2)(c) of the Florida Statutes, employment with the State Courts System is not covered under the Career Service System and all employees of the State Systems serve at the pleasure of the appointing authority and do not attain tenure rights, i.e., employees can be terminated with or without cause by the Court.