**Pre-Trial Service/Tamarack Coordinator**

**Description:** Come join a collaborative team as FGIRJC’s Pretrial Service & Tamarack Coordinator! This position will offer risk assessments and needs screenings at all pretrial points in the justice system, monitor and support those who are referred by the Court and provide intervention and support to those referred by the State's Attorney. Coordinators work primarily with people who are cited, charged, or arrested for whom the underlying cause of the criminal behavior is believed to be substance use or mental health related. Pretrial Service & Tamarack Coordinator will rapidly connect individuals to treatment providers and other community-based services as well as support clients as they fulfill their obligations. This is a full-time salaried position starting at $43-47k depending on experience, comes with a generous benefits package, paid time off, growth opportunities, and opportunities for ongoing training and professional development. FGIRJC is a department of the City of St. Albans. We are an equal opportunity employer, offering a supportive, collaborative, and inclusive work environment.

# Responsibilities:

* Provide needs screenings to all who are eligible as required by the program, including in facility.
* Verify assessment information.
* Obtain signed releases to communicate with treatment and other community-based providers.
* Provide risk screenings and needs assessments to the Prosecutor, the Defense and to the Court.
* Work with participants referred by the Prosecutor.
	+ Prioritize participants' substance use and mental health needs
	+ Connect participants to supportive services
	+ Coordinate participants' care for at least 90-days
	+ Communicate with the Prosecutor
	+ Report participant compliance to the Prosecutor every 30 days at a minimum
	+ Communicate with treatment and service providers to deliver rapid and seamless supportive case management to participants.
	+ Receive and schedule referrals.
	+ Conduct intake interviews with clients.
	+ Screen for services needed to support positive outcomes
* Work with participants referred by the Court.
	+ Prioritize participants' substance use and mental health needs;
	+ Connect participants to supportive services;
	+ Coordinate participants' care as ordered by the Court;
	+ Communicate with the Prosecutor, the Defense and the Court as defined by Pretrial Services and Tamarack
	+ Receive and schedule referrals.
	+ Conduct intake interviews with clients.
	+ Screen for services needed to support positive outcomes.
* Communicate with service providers in order to deliver rapid and seamless supportive case management to participants.
* Collect, enter, and share data as required
* Work collaboratively with team members and agency partners
* Protect participant confidentiality
* Attend trainings as requested

# Preferred Qualifications:

* Human Services, case management, Criminal Justice, or related experience
* Understanding and knowledge in the areas of substance use, domestic violence, poverty, crime, and other challenges
* Knowledge of community resources and the ability to make appropriate referrals
* Patience, reliability, good judgment, respect for diversity, and excellent communication skills
* Remains calm in the presence of strong emotions from others while creating an atmosphere for problem solving.
* Strong time management, record keeping and computer skills
* Well-developed sense of professional and personal boundaries
* A self-starter who is highly skilled at organizing work, keeping track of details, and following through all work to completion.