



NADCP

**National Association of
Drug Court Professionals**

Position Title:

Project Director for Adult Technical Assistance

Position summary:

The Project Director is responsible for ensuring that activities are carried out in accordance with established specifications, schedules, and budgets; coordinates interdepartmental functions in order to minimize delays; meets with program team members on a regular basis to review program status and plan future. The Project Director is responsible for providing onsite training and technical assistance to adult drug treatment courts.

Specialized Duties:

- Create and manage a Program Proposal, Budget Narrative and Time Task Plan.
- Establish a yearly time task plan for each task as set forth in the cooperative agreement.
- Responsible for managing deadlines for finalizing each aspect of all project tasks.
- Responsible for operating budget and expenses.
- Responsible for managing reimbursements of all project expenses.
- Produces final report at the end of the year about the overall effect of the training and technical assistance.
- Facilitate onsite technical assistance visits to include providing training on drug treatment court research and best practices.
- Travel to select onsite technical assistance and training programs in connection with this project.

General Duties:

- Select and manage staff related to this project.
- Select, assign and manage consultants (i.e. guest speakers and facilitators) related to this project.
- Respond to technical assistance requests
- Perform technical assistance assessments with jurisdictions requesting technical assistance
- Develop a technical assistance plan with jurisdictions requesting technical assistance
- Assign a staff or consultant to provide technical assistance in response to the technical assistance plan
- Provide offsite technical assistance
- Provide onsite technical assistance
- Complete technical assistance reports and forward to BJA, assigned faculty and the jurisdiction within given timeframes
- Co-manage NDCI technical assistance staff
- Co-manage consultants providing technical assistance on behalf of NDCI

On-Site TA Post Training Duties:

- Contact select jurisdictions via telephone/email within seven business days of teams being selected to participate in TA to set-up an educational conference call with the team and/or person requesting the TA.
- During initial telephone call, explain the TA process, go over TA forms, explain the facilitator process, and establish timelines for receiving paperwork.
- Ensure prior to each TA, that each team facilitator is provided contact information and any paperwork on the jurisdiction in order to prepare them for the TA visit.
- Ensure contact with each jurisdiction via telephone/email within thirty days of the conclusion of the TA. This process will assist in identifying progress of the TA action plan made since the on-site TA.
- Point jurisdictions to other teams or existing courts which have successfully solved such problems or successfully operate in environments similar to each respective team. This is a mechanism to extend and promote academy courts (and other successful courts) by matching various teams with the most successful court possessing the qualities sought by them. This should positively affect and streamline the TA process by preventing each team from continually "reinventing the wheel".
- Upon completion of the TA, the Project Director will ensure that each team receives a survey, to determine the ultimate outcome of the on-site TA.
- Review all evaluation reports for accuracy and submit to Executive Director within 30 days of TA for approval.

Skills:

- Understanding interdepartmental functions is essential to ensure that program schedules and objectives are met.
- Originality and initiative are important as well as the ability to work under unusual or extreme pressures.
- Superior supervision, management, public speaking, and administration skills
- Excellent writing skills – particularly in the area of proposal and publication development
- Capable of handling multiple priorities
- Working knowledge of Microsoft Office Suite required including Word, Excel, PowerPoint, and Access
- Active Listening - Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Speaking - Talking to others to convey information effectively.
- Time Management - Managing one's own time and the time of others.
- Writing - Communicating effectively in writing as appropriate for the needs of the audience.
- Reading Comprehension - Understanding written sentences and paragraphs in work related documents.
- Critical Thinking - Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Attributes:

- Ability to travel both domestically and internationally approximately 50% of time.
- Energetic, self-motivated, detail-oriented person
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.

- Speech Clarity - The ability to speak clearly so others can understand you.
- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension - The ability to read and understand information and ideas presented in writing.
- Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense.
- Originality - The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.
- Self-motivation - The ability to maintain motivation to complete tasks and meet deadlines without the need for continuous external pressure.

Experience and Education:

- Law Degree or other advanced degree preferred; Bachelor's Degree at a minimum
- At least two years or more work experience as a drug court practitioner
- Extensive knowledge of criminal/civil justice systems and of substance abuse
- Extensive experience in the development and execution of training programs and technical assistance

Please email resumes and salary requirement by January 31, 2018 to personnel@nadcp.org or chardin@ndci.org.

Job Type: Full-time