

Job Posting Treatment Court Compliance Specialist (Grant-Funded)

Location: 97th District Treatment Court

Employment Type: Full-Time (FTE – 37.5 hours per week), Grant-Funded

Reports To: 97th District Court Administrator/Judge of the 97th District

Starting Salary: 57,592.12 (Step increases)

Funding: Fully funded by specialty court grant; employment contingent on continuation of grant funding with full benefits.

About the Court & Position Overview

The 97th District Treatment Court is a specialty court, spanning Houghton, Baraga, and Keweenaw counties, dedicated to reducing recidivism, increasing participant accountability, and enhancing public safety through evidence-based supervision and treatment practices.

The **Treatment Court Compliance Specialist** is a key member of our team, responsible for ensuring participants comply with court-ordered conditions while maintaining accurate records and supporting overall program integrity. This role involves monitoring participant compliance, conducting field checks, tracking outcomes, and ensuring adherence to grant and program requirements.

This position offers the opportunity to combine analytical skills with a meaningful, community-focused mission, working alongside a collaborative team committed to improving lives and strengthening public safety.

Key Responsibilities

- **Participant Field Checks:** Conduct field checks on participants as assigned to verify compliance with court conditions.
- **Monitoring & Compliance:** Administer and monitor Soberlink alcohol devices and the Driver Interlock Program, ensuring participants follow court-ordered requirements.
- **Risk & Needs Coordination:** Coordinate comprehensive Risk and Needs Assessments (C-CAT and I.D.A.) to guide participant treatment planning.
- **Referral Review & Eligibility:** Review participant referrals to determine eligibility under court and grant standards, ensuring consistent application of program policies.
- **Data Management & Reporting:** Maintain accurate records in Pathcheck and DCCM systems, conduct data quality checks, and support timely grant reporting.
- **Outcome Tracking:** Track participant progress, recidivism, and program outcomes to provide actionable insights for program improvement.

- **Grant Compliance Oversight:** Ensure program operations meet state and federal specialty court standards, supporting ongoing grant eligibility.

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.

Qualifications

Required:

- Associate's or Bachelor's degree in Criminal Justice, Social Work, Psychology, or a related field
- Experience in case management, compliance monitoring, or court operations
- Strong organizational, analytical, and communication skills
- Ability to work independently and collaboratively with court staff, probation officers, and community partners

Preferred:

- Familiarity with specialty court practices and evidence-based interventions
- Experience with alcohol/drug monitoring devices and data management systems

Other Requirements:

The other requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. They include, but are not limited to the following:

- Must be able to enter and retrieve information on a computer
- Must be able to use a keyboard for extended periods of time
- Must be able to drive a vehicle and access participant residences
- Must be able to access a jail
- Must be able to administer urine/saliva screens for controlled substances
- Must be able to operate a Preliminary Breath Test (PBT)

Reasonable accommodations may be made for otherwise qualified applicants to perform essential functions.

Application Procedure:

Submit a resume and cover letter to Keith Anderson, 97th District Court Administrator, 97th District Court, 401 E. Houghton Avenue, Houghton, Michigan 49931

keith@houghtoncounty.gov

Deadline to Apply: Until the position is filled.