



Adult Recovery Court Coordinator

Hiring Range: \$70,000 - \$94,500 Annually

General Description: This is a professional position that performs complex tasks with the primary duty of coordinating and managing the Adult Recovery Court (ARC). The incumbent serves as the coordinator to ensure the effective operation and management of the ARC. Duties will require coordination of activities, team staffing, graduations, grant and budget management, conference/training arrangements, drug court database entry, and program handbook management.

Organization: The Adult Recovery Court Coordinator reports to the Director of Community Corrections and works jointly with the Hanover Circuit Court Judge.

Essential Functions:

- Facilitate and attend all recovery court hearings, staffing, and team meetings.
- Manage financial operations for the ARC, to include the BJA, HIDTA, OAA, and Supreme Court grants reporting and writing.
- Maintain program handbook and participant forms.
- Maintain participant case files, status, and database input.
- Ensure compliance with the Supreme Court standards for Drug Courts and federal association standards.
- Serve as liaison between the ARC and other agencies, to include the Supreme Court.
- Prepare reports and make presentations as needed.
- Participate in the Hanover Opioid Task Force.

For more information or to apply for this position, please visit our career site at www.hanovercountyjobs.com or call (804) 365-6075.