

## **JOB POSTING**

The **Drug and Alcohol Deferral Service Director** leads a court-based agency supervising approximately 350-400 client-defendants annually under Vanderburgh Misdemeanor Court.

### **BASIC RESPONSIBILITIES**

Selected candidate will:

- Report directly to Superior Court Judge Robert J. Pigman.
- Oversee three full-time case managers, a full-time office manager, and a contracted group facilitator.
- Be responsible for hiring and professional development of all staff members.
- Communicate and coordinate with local treatment and counseling agencies to ensure optimal services are provided for program clients.
- Appear in court daily to screen defendants for program eligibility, provide progress reports to the court, and testify at hearings.
- Supervise an active caseload, conduct program orientations, administer substance abuse and risk/needs assessments, and make referrals to appropriate treatment and counseling agencies.
- Appear before the County Council and County Commissioners for issues related to department budget, personnel requests, and other matters.
- Operate the program in accordance with statutes, rules and policies established by the State of Indiana, the Indiana Office of Court Services (IOCS), the Court Alcohol and Drug Program Advisory Committee (CADPAC), the Supervising Judge, and local policy.
- Attend monthly virtual meetings of the Indiana Coalition of Court Alcohol and Drug Services (ICCADS).
- Attend monthly meetings of the Vanderburgh County Substance Abuse Council (VCSAC).
- Apply for financial grants and submit reports at closing of grant periods.

- Prepare annual financial and performance reports.
- Maintain detailed statistics on program performance and prepare reports to local and state authorities regarding demographics, successful completion rates, recidivism of program participants and related information.

## **QUALIFICATIONS**

Candidates must:

- Possess a 4-year degree.
- Possess a thorough working knowledge of criminal justice procedures.
- Possess specialized knowledge or expertise in the field of substance abuse.
- Possess the Court Substance Abuse Management Specialist (CSAMS) certification or acquire it within two years of hire.
- Possess or acquire authorization to administer components of the Indiana Risk Assessment System.

## **COMPENSATION**

- (County PAT VI Pay Scale) \$51,033 starting salary. \$53,498 after six months
- Vanderburgh County employee benefits package

Mail cover letter and resume by April 19, 2024 to:

DADS Director Search,  
Rm. S239, 1 NW MLK Blvd, Rm S239  
Evansville, IN 47708

Or email cover letter and resume to [wwells@vanderburghgov.org](mailto:wwells@vanderburghgov.org)