**Position Title:** Project director, Treatment Court Institute

**Position Summary**

The project director is responsible for coordinating and collaborating with jurisdictions to provide Incentives, Sanctions, and Service Adjustment (ISSA) workshops. The project director is responsible for ensuring that activities are carried out following established specifications, schedules, and budgets; coordinating interdepartmental functions to minimize delays; and meeting with program team members regularly to review program status; and planning future project deliverables.

**Specialized Duties**

* Create and manage program proposal, budget narrative, and time task plan for training project deliverable
* Establish a yearly time task plan for ISSA training project
* Manage deadlines for finalizing each aspect of all project tasks
* Manage operating budget and expenses
* Manage reimbursements of all project expenses
* Produce final report at the end of the year about project deliverables
* Facilitate virtual and on-site training
* Present subject matter content supporting ISSA workshops

**General Duties**

* Manage staff related to this project
* Select, assign, and manage consultants (i.e., guest speakers and facilitators) related to this project
* Respond to the specialized ISSA training request
* Contact jurisdictions via phone/email to review training request and determine training needs
* Perform pre-training coaching and assessments with jurisdictions requesting training
* Assign staff and/or consultants to provide training in response to the training plan
* Provide virtual, on-site, and off-site training based on jurisdictional needs
* Complete project-related reports and follow up within allocated timeframes (evaluations, jurisdictional reports, etc.)
* Review all evaluation reports for accuracy and submit them to the division director within 30 days after training

**Skills**

* Understanding of basic and advanced practices in adult treatment courts
* Understanding of the Adult Treatment Court Best Practice Standards and 10 Key Components of adult treatment courts
* Understanding of interdepartmental functions is essential to ensure that program schedules and objectives are met
* Capable of communicating internally and externally to build relationships amongst divisions, state organizations, and partner agencies
* Administrative and organizational skills to manage multiple detailed tasks and priorities within specified deadlines
* Superior supervision, management, and public speaking skills
* Excellent writing skills, communicating effectively in writing as appropriate for the needs of the audience
* Working knowledge of Microsoft Office Suite required, including Word, Excel, PowerPoint, and Access
* Working knowledge of various virtual training platforms (Zoom, WebEx, Microsoft Teams, etc.)
* 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
* Time management: Managing one's own time and the time of others
* 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 percent of the time
* Energetic, self-motivated, detail-oriented
* 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
* 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**

* Advanced degree preferred; bachelor’s degree required
* Minimum of two years of work experience as a treatment court practitioner
* Extensive knowledge of criminal/civil justice systems and of substance use and mental health related topics

**Job Type:** Full-time

**Salary:** $90,177.00 annually

**Please send a résumé and cover letter to** [vmatthews@allrise.org](mailto:vmatthews@allrise.org) **on or before September 11, 2024.**

**All Rise**

All Rise is the leading training, membership, and advocacy organization for advancing justice system responses to individuals with substance use and mental health disorders. All Rise impacts every stage of the justice system, from first contact with law enforcement to corrections and reentry and works with public health leaders to improve treatment outcomes for justice-involved individuals. Through its four divisions—the Treatment Court Institute, Impaired Driving Solutions, Justice for Vets, and the Center for Advancing Justice—All Rise provides training and technical assistance at the local and national level, advocates for federal and state funding, and collaborates with public and private entities. All Rise works in every U.S. state and territory and in countries throughout the world.

All Rise has been at the forefront of justice system transformation for nearly three decades. As the leader of the treatment court movement, All Rise helps prove that a combination of evidence-based treatment and accountability is the most effective justice system response to individuals with substance use and mental health disorders. All Rise has trained over 800,000 public health and public safety professionals, and the number of treatment courts in the United States has grown to more than 4,000, connecting more than 150,000 people to treatment each year.

**Current Operating Status**

Employees of All Rise are currently teleworking full-time. Applicants must have the capability to perform all necessary work functions virtually except in limited circumstances when performing essential work functions require an on-site presence. At its discretion, All Rise may lift or revise its telework status at any time.

**Drug and Alcohol Policy**

As a federal grantee, All Rise has a duty to comply with the requirements of the Drug-Free Workplace Act of 1988. Employees are prohibited from manufacturing, using, possessing, selling, purchasing, transferring, or being under the influence of alcoholic beverages, illegal drugs, controlled substances, or other intoxicants at any time on any All Rise worksite, while operating any All Rise vehicles, or conducting any All Rise-related activities. Employees must pass a preemployment drug test as a condition of hire and must notify All Rise of any alcohol- other drug-related arrest within five days. All Rise reserves the right to implement discretionary drug testing procedures for employees, either randomly or upon reasonable suspicion.