



**POSITION DESCRIPTION**  
**COUNTY OF BARTHOLOMEW, INDIANA**

<b>POSITION:</b>	Jail Addiction Treatment Program Coordinator/Counselor
<b>DEPARTMENT:</b>	Jail
<b>WORK SCHEDULE:</b>	As scheduled
<b>JOB CATEGORY:</b>	PAT (Professional, Administrative, Technological)
<b>DATE WRITTEN:</b>	July 2018
<b>STATUS:</b>	Full-time
<b>FLSA STATUS:</b>	Exempt
<b>SALARY RANGE:</b>	\$60,000 to \$70,000 (\$105,000 to \$115,000 including benefits)
<b>DEADLINE:</b>	Immediate placement available.
<b>CONTACT:</b>	All inquiries should be sent to Kim Rocker at (812) 565-5721 or email at <a href="mailto:krocker@bartholomew.in.gov">krocker@bartholomew.in.gov</a>

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are a representative of the knowledge, skill, and/or ability required. Bartholomew County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodations to complete the application process or perform essential function of the job, unless the accommodation would cause undue hardship.

Incumbent serves as Jail Treatment Program Coordinator/Counselor for Bartholomew County Jail, responsible for implementing and maintaining an effective Jail Addiction Treatment Program (JATP) in collaboration with other professionals.

**DUTIES:**

Develops and maintains appropriate policies and procedures for JATP. Maintains strong professional ethics and knowledge, while understanding and complying with legal and ethical principles of the criminal justice system and social work/counseling ethics.

Assists with the development, implementation, and maintenance of evidence-based programming which includes cognitive behavioral therapy programming that focuses on: life skills, parenting skills, leadership development, communication skills, job preparation, after care plan and family education.

Provides therapeutic assessments, case management plans, after care plans and discharge summaries in compliance with professional standards on each JATP participant. Assists with data collection and research as needed.

Completes all necessary paperwork for interaction with participants including, but not limited to, assessments, progress notes, treatment plans, reviews of progress, release of information and aftercare plans.

Provides group counseling for JATP that is based on cognitive behavioral therapy programming. Promotes the goals and objectives of the program and provides individual and group counseling within the scope of practices.

Implements and maintains monthly family education programming for participants, significant others and family to provide information about substance abuse, cognitive behavioral therapy programming, JATP and community resources in conjunction with the Court Services, Jail Staff, and the Judge, as appropriate.

Assists with the implementation and maintains monthly alumni program for JATP participants, incorporating program objectives and promoting rehabilitation and accountability.

Maintains professional standards in all communications, confidentiality, dress code and ethics. Provides model of responsible behavior for JATP participants, court participants and all other community and job-related contacts.

Participates in community education programs, including school presentations, and community interactions with JATP in coordination with Court Services.

Meets regularly with the Judge, Court Services Director, and others as directed by the Courts to assure JATP program objectives and substance abuse issues are addressed effectively within Court's resources.

Maintains a working knowledge base and incorporates special issues with substance abuse into program. Participate in continuing education and trainings in compliance with licensure and Program Director.

Performs related duties as assigned and/or required by law.

#### **I. JOB REQUIREMENTS:**

Master of Science in Social Work or equivalent social services discipline from an accredited graduate school with minimum of three (3) years post graduate work experience.

Possession of State licensure as one of the following LCSW, LMHC, with certification as an addiction specialist and/or LCAC.

Ability to comply with all employer and department hiring requirements, including passage of a drug test.

Expertise knowledge in addiction treatment methods, and ability to function in and facilitate a variety of treatment modalities, including group therapy, individual therapy, family therapy and multi-family group therapy.

Working knowledge of cognitive behavioral therapy, cognitive behavioral therapy programming, with emphasis place on effective assessment, treatment planning and development of aftercare plans.

Working knowledge of leadership skills with high level of initiative and the ability to work as a liaison with other counselors, case managers, community resources, and Court Services in coordination with Court program goals and objectives.

Working knowledge of standard office procedures and department computer software programs. The ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Knowledge of budget and grant writing administration and ability to perform arithmetic calculations to assist in preparation of budget and grant applications, as required.

Ability to effectively communicate orally and in a written manner with co-workers, other county departments, lawyers, judges, program participants, outside treatment agencies, including being sensitive to professional ethics, gender, cultural diversity and disabilities.

Ability to effectively interview and work with individuals to examine histories, determine appropriate program conditions/treatment levels, coordinate schedules, verify compliance and assist with completion of all program requirements.

Ability to understand, memorize, retain and carry out oral and written instructions and present findings in oral or written form.

Ability to compare or observe similarities and differences in data, people and things, compile, collate or classify data, analyze and evaluate data, and make determinations based on data analysis.

Ability to compute, perform arithmetic operations, such as measuring, figuring and tabulating test/survey results, developing operating budget or determining charges.

Ability to regularly work extended hours, and occasionally travel out of town for training, sometimes overnight and occasionally respond to emergencies on a 24-hour basis.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

## **II. PERSONAL WORK RELATIONSHIP**

Incumbent maintains communications with co-workers, other county departments, lawyers, Judges, program participants, outside treatment agencies for purposes of exchanging information, ideas and options to form policies, make decisions, provide counseling and resolve problems.

## **III. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a standard office environment, involving sitting/walking at will, standing/walking for long periods, lifting/carrying objects weighing less than 25 pounds, close vision, keyboarding, handling/grasping objects, speaking clearly, and hearing sounds/communications. Incumbent is exposed to irate/difficult individuals. Safety precautions must be followed at all times to prevent injury to self or others.

Contact **Kim Rocker** at (812) 565-5721 or via email: [krocker@bartholomew.in.gov](mailto:krocker@bartholomew.in.gov) for more information

<http://www.bartholomew.in.gov/job-opening.html>