

## Job Description

**Job Title:** Substance Abuse Program Director/Counselor

**Salary:** As designated by Jailer

**Characteristics of Position:** These are general statements indicating the level of responsibility and discretion of positions in that job classification.

- Implements a wide range of alcohol and drug abuse programming. Provides case management and counseling services to prisoners assigned to substance abuse program unit.

**Minimum Requirements:** These are comprehensive statements of the minimum background as to education, experience, and other qualifications which will be required in all cases as evidence of an appointee's ability to perform the work properly.

- **Education:** Graduate from an accredited college or university with a Bachelor of Science degree in Psychology, Counseling, Social Work or a closely related field with preferred experience in substance abuse treatment, counseling, etc.
- **Experience:** Preferred corrections knowledge and/or experience.
- **Special Requirements (age, licensure, regulation, etc.):** Must be at least 21 years of age and have a valid driver's license, must demonstrate ability to complete any required training and must be able to work any hours, any shift. Must possess current credentials as outlined in 908 KAR 1:370 (Section 8).

**Examples of Duties or Responsibilities for the Classification:** These are not to be construed as limiting the appointing authority's ability to add or otherwise alter the duties and responsibilities of a position. The use of an individual expression or illustration as to duties or responsibilities shall not be regarded as excluding assignment of others not mentioned which are similar in kind and quality.

The successful applicant shall be able to perform all of the following functions at a pace and level of performance consistent with the actual performance requirements:

- Interviews and assesses prospective program participants.
- Determine individual and group needs; on the basis of needs, develop specific programs for both individual and group treatment plans; supervise program activity.
- Plan, develop, and conduct seminars, workshops, and specialized training programs in the specific areas of substance abuse and prevention.
- Serve as a liaison between the facility and other community and agency programs on interested parties.
- Coordinate admissions, treatment, evaluation, and release information with other interested staff in development of statistical reports.
- Prepare progress reports on assigned prisoners; assist administrative and supervisory staff in development of statistical reports.

- Utilize established county, facility, and state policies and procedures in making decisions, but perform with a high degree of independence and professional administrative skill and use sound independent judgement in meeting the responsibilities and performing the duties of the position.
- Maintain and monitor confidentiality of prisoner and administrative files; review status of prisoners to verify that treatment and therapeutic programs are needed.
- Prepare and maintain a variety of standard narrative, statistical, summary and/or operational records, reports and logs, using appropriate grammar, to include filing, alphabetizing and labeling; properly process all reports and documents in a timely manner.
- Screen requests for records and appropriately approve/disapprove in accordance with policies and procedures.
- Attend scheduled staff meetings, group meetings and other staff or group activities essential for effective program and service delivery; promote communications and the proper flow of relevant information between administration, staff, and prisoners.
- Communicate effectively and coherently to administration, staff, prisoners, visitors, and the general public, particularly in situations requiring tact, diplomacy, understanding, fairness, firmness, and good judgement to include giving information, instructions and directions, advising of rights and processes, and providing reliable testimony in court and other formal settings.
- Review, process, and respond (via county counsel) to lawsuits; attend court hearings when necessary.
- Escort prisoners and coordinate the movement of prisoners to and from different areas.
- Reliably and repetitively identify prisoners by visual means.
- Engage in functions in confined areas; physically check the doors, windows, and other areas to confirm they are secure.
- Endure verbal and mental abuse when confronted with the hostile views and opinions of prisoners and others, like visitors and family members, encountered in an antagonistic environment.
- Perform rescue functions at accidents, emergencies, and disasters to include administering basic emergency medical aid, physically removing people away from dangerous situations, and securing and evacuating people from confined areas.
- Take appropriate action to prevent or diffuse potentially disruptive situations.
- Read, analyze, comprehend, and interpret technical procedures or governmental regulations, legal and non-legal documents, including processing of such documents as commitment orders, summons, and other legal writs.
- Maintain equipment and supplies as required; order replacement items in a timely manner via the purchase order system.
- Experience exposure to body fluids, wastes, and experience encounters with deceased or contagious persons.
- Add, subtract, multiply and divide using whole numbers, common fractions and decimals, apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Define problems, collect data, establish facts and draw valid conclusions.
- Attend seminars, workshops, conferences, etc. as required.

- Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contracts.
- Remain alert at all times and react quickly, efficiently, and calmly in emergencies and other high stress situations.

**Typical Working Conditions and Unique Physical Requirements:** Incumbents in this classification will typically perform their primary job duties under these conditions; however, these conditions may change on occasion in performing the duties of an individual position.

- Work is typically performed inside or outside the jail setting.

Date Description Established: \_\_\_\_\_

The Shelby County Detention Center does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity, ancestry, or veteran status. Reasonable accommodations are provided upon request.

Jailer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Original to Employee File, Copy to Employee