

GLYNN COUNTY, GEORGIA

CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: DRUG COURT CLINICAL DIRECTOR

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PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, direct and administer clinical programs for the County's Drug Court in accordance with local, state, and federal mandates.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Supervises, directs, and evaluates assigned staff; develops and oversees employee work schedules to ensure adequate coverage and control; compiles and reviews timesheets; approves/processes employee concerns and problems and counsels or disciplines as appropriate; assists with or completes employee performance appraisals; directs work; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work; prioritizes and schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to management; and assists with the revision of procedure manuals as appropriate.

Ensures compliance with established rules and guidelines governing participation in County Drug Court; monitors compliance; identifies and reports deviations or violations.

Develops and implements long and short-term plans, goals, and objectives for substance abuse treatment and counseling; plans for County's ability to provide services and programs in the future; develops and implements policies and procedures; analyzes data, state and national trends, and best practices.

Designs program curriculum; defines objectives and strategies; implements, monitors, and evaluates mandated and discretionary counseling programs; directs, coordinates, and schedules programs; collects and evaluates clinical outcome data; reviews progress and directs revisions or modification.

Conducts comprehensive substance abuse counseling; utilizes individual, group, family, crisis intervention, and client education counseling services; provides education, motivation, and support to assist participants in obtaining skills to recover from addiction and in identifying and changing unhealthy behaviors, attitudes, and beliefs.

Provides on-going counseling and case management; monitors participant progress toward established goals; reviews

attendance reports, drug screens, support systems, court records, etc.; provides relapse education; makes referrals for related community and mental health services as needed; maintains comprehensive case records; prepares and submits required reports.

Attends staff and team meetings; attends court sessions; provides information and insight to progress of participants.

Prepares or completes various forms, reports, correspondence, memos, client charts and assessments, court reports, after care documents, curriculum handouts, client handbook, employee performance evaluations, and other documents; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Receives various forms, reports, correspondence, emails, client charts, assessments, medical records, evaluation data, time sheets, policies, procedures, manuals and other reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review, or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, spreadsheet, Internet, email, or other computer programs; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Communicates with immediate supervisor, employees, court officials, law enforcement, program participants, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

ADDITIONAL FUNCTIONS

Performs other duties as required.

MINIMUM QUALIFICATIONS

Master's Degree in Social Work is required; supplemented by three years of progressively responsible experience in substance abuse counseling; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid certification from Georgia Addiction Counselor's Association.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principals of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions such as violence, disease, pathogenic substances, or rude/irate customers.

Glynn County, Georgia, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodation s with the employer.