

**ACCOUNTABILITY COURT CLINICAL EVALUATOR (CLINICAL  
CASE MANAGER AND COUNSELOR) -**

**DEKALB COUNTY DUI COURT PROGRAM**

**Full-Time Position (hiring 2 positions)**

The Clinical Evaluator is an active member of the D.U.I. Court counseling team and is responsible for the development of treatment plans, clinical recommendations, and delivery of evidence-based curricula (T4C, CBI, MRT, etc.). Clinical Evaluators will facilitate evidence-based curricula groups as well as conduct individual counseling sessions with program participants.

Responsibilities will include maintaining all treatment related supporting documentation for DUI Court participants, working within a multi-disciplinary Accountability Court Treatment Team to monitor and communicate participants' progress throughout the program, developing and monitoring individual treatment plans and providing clinical recommendations within their scope of practice, and ensuring that all treatment notes are placed in the Case Management system in a timely manner.

The purpose of the position is to assess and place individuals into treatment, make referrals to community or outside organizations for ancillary services, communicate with the Accountability Court Team regarding the individual's progress, supervise group sessions and ensure the administration of evidence-based curriculum.

**Summary of Responsibilities**

The job description indicates, in general, the nature of the work and is not a comprehensive listing of all responsibilities. The employee may be asked to perform other duties as required.

- Conduct comprehensive psychosocial assessments and interviews with probable candidates to determine DSM diagnosis/diagnostic impression, severity of substance abuse, treatment intensity, placement of services and ancillary needs.
- Manage ongoing clinical assessments to determine ancillary referrals and individual treatment needs.
- Work with a multi-disciplinary Accountability Court Team to monitor participants' progress throughout the program.

- Administer NEEDS Plus, DUI-Rant, and other approved assessment tools.
- Develop, update, and maintain individual treatment plans.
- Conduct group counseling sessions educating participants about substance abuse and/or other related issues.
- Maintain appropriate documentation and case management/treatment records and plans.
- Provide status updates for members of the Accountability Court Team and actively participate in pre-court staff meetings.
- Utilize evidence-based cognitive behavioral treatment.
- Create, maintain, and distribute curriculum schedule.
- Review counselor's group notes to ensure that the curriculum and schedule is being followed and that the notes are entered correctly.
- Create and distribute the group schedule for counselors.
- Maintain a comprehensive knowledge of applicable policies, procedures, and standards as it relates to substance abuse, Accountability Courts, evidence-based curriculum, community resources, etc.
- Attend training courses, workshops and/or seminars as appropriate.
- Review and adjust daily curriculum schedule as needed.
- Obtain/Maintain through knowledge of NA/AA practices, principles, and step work.
- Perform other duties as necessary to assist in the success of the Accountability Court Program.
- Maintain compliance with all department/program/HIPPA policy and procedures.
- Conduct/observe random drug screens as needed.
- Collaborate with community providers to build a network of resources.
- Attend weekly regularly scheduled Court and Treatment staffing sessions, etc.

### **Qualification Requirements**

Must possess and maintain licensure/certification and have one or more of the following:

- Master's degree in counseling, Social Work, Psychology, Public Health, Criminal Justice, or related field; LMSW, LCSW, LAPC, LPC, CADC II, or CAC II.
- Two years of experience working within the criminal justice system, addiction counseling or related field, direct experience working within an accountability court model, and experience with delivering evidence-based practices.

- Excellent communication skills (written, verbal and listening).
- Flexible schedule.
- Extensive Technology Skills/Computer Proficiency (Word, Excel, Outlook, Internet, Zoom, Sharepoint, various software applications, etc.).
- Preference will be given to those who are certified in multiple evidence based curriculum certifications, or experience in group therapy-based classes.
- Knowledge of laws, rules and regulations governing behavioral health programs
- Excellent skills in organization and prioritizing work.
- It is prohibited for any staff member to fraternize with program participants. This includes being friends on social media, exchanging personal phone numbers, having any outside contact whatsoever, entering into any type of exchange of goods or services and/or giving or receiving special treatment to or from participants.

**Administrative Assistance:** Provide assistance to the Program Director, Case Manager and Treatment Director who are charged with orchestrating multi-faceted services required to ensure maximum efficiency of the operation of the Program.

**Fiscal Administration:** Screener has no fiscal responsibilities.

**Knowledge, Skills, and Abilities:** Demonstrates proficiency in oral and written communications, including effective working relationships with other staff and DUI Court participants. Must always maintain common courtesy and professionalism towards staff and Program participants. Skill in operating a personal computer, various software applications, internet, and multimedia programs.

**Physical Demands:** Although the physical demands are not stringent, the individual must be capable of lifting boxes of supplies.

**Work Environment:** Work is primarily performed in an office setting.

**Supervisory Responsibility:** No direct supervisory duties are assigned currently.

**Performance:** This job description should be utilized as a tool to understand the minimum performance requirements for this position. The employee should always abide by the Program's policy and procedures.

Please email cover letter, resume, and references to [swhaley@dekalbcountyga.gov](mailto:swhaley@dekalbcountyga.gov)