

## **DeKalb County DUI Court Program**

### **Social Worker Coordinator (Treatment Coordinator)**

**Job Code – 45075**

**Salary Grade – 21**

**FLSA - Exempt**

#### **Job Description**

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 a minimum of 3 group counseling sessions per week 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 trainings, workshops and/or seminars as appropriate.
- Review and adjust daily curriculum schedule as needed.
- Obtain/Maintain thorough 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.

#### **Minimum Qualifications**

- Must possess and maintain licensure of one or more of the following:
  - Licensed Professional Counselor (LPC)
  - Certified Professional Counselor Supervisor (CPCS) \*preferred
  - Clinical Social Worker (CSW)
  - Clinical Nurse Specialist
  - Psychiatry/Mental Health (CNS/PMH)
  - Marriage and Family Therapist (MFT)
  - Psychologist
  - Medical Doctor (psychiatry)
  - LMSW
- Two years of experience in substance abuse and/or addiction field
- Excellent communication skills (written, verbal and listening)
- Flexible schedule
- Extensive Technology Skills/Computer Proficiency (Word, Excel, Outlook, Internet, Zoom, Sharepoint, various software applications, etc.)
- 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

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