

Brunswick Judicial Circuit



Grant-Funded Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Title	DRUG COURT CLINICAL EVALUATOR
--------------	--------------------------------------

General Statement of Duties

This position is responsible for conducting clinical interviews and assessments with individuals referred to the accountability court programs through Adult Drug Court Services., The incumbent serves as the first point of contact for all referring agencies to the accountability court programs. The incumbent is responsible for documenting all received referrals and scheduling prompt evaluations. Evaluations will be conducted at the Glynn County Detention Center, Glynn County Drug Court office, Glynn County Courthouse, and various other locations, as directed. The incumbent will be responsible for administering and scoring all assessment tools, completing in-depth clinical interviews with clinical notations, securing signatures on all required releases of confidential information, and gathering medical records or other supporting documentation/records, as needed. The incumbent will create a comprehensive clinical file and present to staff weekly for program assignment and is responsible for tracking all referrals in database as assigned. The incumbent will administer various assessment tools including, but not limited to, the following:

Job Functions

- Conducts clinical assessments of all referred individuals to the accountability court programs. Administers various assessment tools including, but not limited to, the following:
 - Level of Service-Case Management Inventory- Revised (LS-CM!)
 - Texas Christian University Drug Screen V (TCUD-V)
 - Biopsychosocial
 - Beck Depression Inventory or other mental health diagnostic tools
 - Clinical Interview
- Maintains accurate and comprehensive clinical notations and makes available for review.
- Prepares referral files and ensure all documentation and needed releases of information are completed and properly documented.
- Makes recommendation of program placement based on clinical needs of referred individual.
- Tracks all referrals in database and makes records available for review.
- Assists in data collection as assigned.
- Attends weekly referral meetings and presents detailed information to program coordinator regarding referred individuals and recommended program placement
- Follows-up with ancillary providers to gather needed clinical diagnosis, previous treatment records, medication information, etc.

- Attends status review and court sessions for accountability court programs as scheduled.
- Ability and willingness to travel withing the Brunswick Judicial Circuit to include Glynn, Camden and Wayne counties to complete evaluations, attend staff meetings, and attend Court sessions.
- Regular and predictable attendance is required
- Performs other duties as required

Knowledge, Abilities, and Skills

- General knowledge of County organizational structure and complex Accountability Court operations; Demonstrated proficiency in oral and written communications.
- Extensive experience and skill in developing effective working relationships with other departments and the public.
- Extensive knowledge of mental health and substance use disorders, ASAM placement, and DSM-V; Extensive knowledge of clinical assessment tools and diagnostic criteria based on DSM-V; Demonstrated skill in developing and maintaining positive customer relations.
- Extensive skill in operating a personal computer, various software applications, Internet, multimedia programs, and calculator.

Minimum Qualifications

- Bachelor's degree in psychology, counseling, sociology, social work, or related field. Licensed Clinical Social Worker, Licensed Professional Counselor, Certified Addictions Counselor, or Licensed Marriage and Family Therapist by the appropriate professional certification board preferred but not required.
- Two years of experience conducting clinical assessments and utilizing a variety of diagnostic tools is necessary. Familiarity with professional therapeutic services to individuals with substance abuse and mental health issues is necessary Experience working with the criminal justice population is preferred.
- Incumbent must be able to work in a fast-paced environment of the courts under limited supervision. Must be familiar with HIPAA and Federal Confidentiality Rule 42CFR regulations.
- Must maintain all professionally related certifications.

ADA Compliance

- Essential functions of this position continuously require the ability to remain in a stationary position (sitting or standing); operate a computer and other office machinery, such as a calculator, copier, and printer. Incumbents must continuously be able to think analytically; handle stress and emotion, concentrate on tasks, remember names and other details; examine and observe details; make decisions, and adjust to change. Incumbents must also continuously direct others; meet deadlines; stay organized; use math/calculations and use a keyboard/type.
- Essential functions frequently require the ability to move about inside the office; and move/transport items up to 10lbs. Essential functions occasionally require the ability to bend body downward and forward by bending spine and legs, and twisting at the waist, hips or knees; reach overhead; push or pull; and repetitively use hands/arms/legs. Incumbents in this position are occasionally required to be on-call and work irregular hours.

Sensory Requirements: Essential functions regularly require the ability to use effective verbal and written communication; and use of hand/eye coordination and fine manipulation to use equipment.

Environmental Factors: Essential functions of this position continuously require the ability to either work with others or work alone.