

OCMULGEE CIRCUIT ADULT TREATMENT COURT COLLABORATIVE JOB ANNOUNCEMENT

POSITION: ***CLINICAL TREATMENT SUPERVISOR***

RECRUITMENT PERIOD: ***OPEN UNTIL FILLED***

Compensation: ***This is a grant funded, contract position. Benefits are not available. Compensation will vary based on the services delivered and experience.***

Time: ***40 hours per week***

The Clinical Program Supervisor's role is to maintain consistency in treatment throughout the Accountability Courts program by acting as a liaison between the court and Treatment Providers as well as offering treatment services to all participants in the program. He will provide support and professional guidance to the treatment staff and makes treatment recommendations to the Accountability Court team. This position is responsible for coordinating weekly treatment schedules and assignments to treatment providers, conducting monthly audits of clinical files to ensure proper documentation and delivery of services per agency policy, and follow-up with treatment providers regarding findings of audits. He will work with participants diagnosed with substance use and/or mental health disorders by conducting ASAM evaluations, facilitating group and individual therapy sessions, record keeping, and oversight of treatment plan progress. This position works under the supervision of the program coordinators.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Assessing each eligible participant referred to the program for risk and needs:
 - a. Within 1 week of entry to ATCC, complete Behavioral Health Assessment and evaluate new participants to determine ASAM level and assign them to the appropriate track—Mental Health or Substance Abuse. Notify program coordinators and the case manager of the designation by email.
 - b. Participate in staffing by offering pertinent information to the Judge and other team members concerning assessment results of referrals.
 - c. Performing basic mental health and suicide risk screening and refer for further assessment as needed.
2. Acting as a liaison for treatment providers and outside treatment providers and direct supervisor of treatment providers.
 - a. Treatment providers will report to the Clinical Program Supervisor in regards to all group matters to include scheduling/cancellation of groups, questions or concerns regarding participants, and any other treatment related matters.
 - b. The Clinical Program Supervisor will ensure treatment providers maintain applicable certifications.
 - c. The Clinical Program Supervisor will conduct regular appraisals of therapeutic skills and effectiveness of all treatment staff. Conduct monthly audits of clinical files to ensure proper documentation and delivery of services per policy. Meets with treatment providers to review findings of audit and develop plans for correction as needed.

- Ensures fidelity of evidence-based curriculums by direct observation of treatment providers.
- d. Obtain at least weekly updates of group attendance, sanctionable issues, and course completions from the treatment providers. After review this is to be shared with the entire team weekly (and no later than 12 noon the day before scheduled court dates).
 - e. Communicates with and receives treatment updates from outside treatment providers.
 - f. Communicates to the Program Coordinators any identified concerns of the treatment providers and communicates with the treatment providers any identified concerns of the program coordinators, case managers, or court personnel.
3. Provide information about each participant's progress throughout the program in each staffing:
 - a. Participate in all pre-court staffing meetings and Status Review Hearings as a Treatment Team representative in person at the Baldwin County Courthouse and Morgan County Courthouse.
 - b. Inform the court about participation, readiness, behavior, and successes of each participant.
 - c. Ensure protection of participant's confidential information.
 - d. Ensure the court is informed before making decisions concerning participant's progress in the program.
 - e. Offer treatment responses with every sanctionable offense.
 - f. Advocate for appropriate sanctions with consideration to therapeutic value to the individual participant as well as to the integrity of the program.
 - g. Address the court or participants as needed to offer clarification or treatment-related education.
 - h. Explain basic concepts about treatment offered to participants in layman's terms.
 4. Facilitates groups and individualized counseling sessions for program participants.
 - a. Implement and facilitate the MATRIX program to all participants (this will replace ERSE).
 - b. Implement and facilitate the Hazelden Co-Occurring Disorders Program to all participants in the Mental Health Track as well as any other appropriate participant in the Substance Abuse Track.
 - c. Conducts individual counseling sessions for identified participants.
 - d. Enter treatment notes into the Connexis Case Management System within 48 hours of session.
 5. Treatment planning with new participants after the Behavioral Health Assessment/ASAM evaluation completion.
 - a. Create a treatment plan with each participant which includes short term and long term treatment goals. Upload this into Connexis.
 - b. Discuss the treatment plan with the assigned case managers and coordinators and make sure this is incorporated into the case plan for the participant.
 6. Updating treatment plans for each participant upon their phase up to the next phase and for participants with a significant life event (relapse, death in family, etc.) as identified by treatment or case managers.
 - a. Review treatment plan from previous phase and updating it to include new short term and long term treatment goals.

- b. Ensure that each participant is building a solid support system within the community, and that complexity and reliability of support system improves in each phase.
 - c. Referring participants to additional outside resources as needs arise.
 - d. Reassessing for risks and needs (LS/CMI) upon entry to phase 4 (within first 2 weeks). Upload the new results in Connexis and email findings to case managers and coordinators along with any recommendations.
 - e. Meet with phase 5 participants prior to graduation to develop a discharge plan.
7. Assist the program coordinators in making recommendations regarding adjustments to the treatment model.
 8. Perform other duties as required.

Minimum Training and Experience Required

Minimum Qualifications: Master's degree in counseling, Social Work, Psychology, Public Health, Criminal Justice, or related field; LPC, CAADC, or CADAC II. Three (3) 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 preferred. Preference will be given to those who are **certified and/or experienced** in facilitating the Matrix Model, Hazeldon's Double Trouble in Recovery, Thinking for a Change, CBI-SU, MATRIX, Seeking Safety, Trauma Recovery and Empowerment Model (TREM), and/or MRT.

Specific License or Certification Required: Must possess and maintain a valid Georgia Driver's License. Must maintain professional licensure.

Additional Requirements

The position requires a valid Georgia Driver's license and private vehicle for travel. Must be willing to work in Milledgeville and Madison, GA depending on schedule. Applicant will be required to pass a background check as a condition of employment which will include a criminal records check, driving history, drug testing, and past employer's check.

Submit resume and Cover letter to both Program Coordinators listed below.

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