

RECOVERY COURT COUNSELOR

ALL APPLICANTS SHOULD APPLY THIS WEBSITE:

https://www.hamiltontn.gov/Search_CountyJobs.aspx

DEFINITION: Under general supervision, with a focus on high-risk individuals, provides individual counseling for Recovery Court participants and facilitate evidence-based curriculums in group settings. Will provide critical client support to justice-involved individuals with a history of substance use.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)

TASKS:

Responsible for providing substance use treatment and crisis intervention, needs/risk assessment, individual and group counseling support services, and referrals for clients. Builds rapport with clients as an essential function. Performs community outreach via information and service referral. Will develop and update individual treatment plans. Maintains, updates, and manages files, records and other paperwork associated with individual files. Works within a multi-disciplinary recovery court treatment team to monitor participant's progress throughout program.

Attends and participates in Drug Court hearings and staff meetings. Arranges for necessary accommodations to be provided during the hearings for participants with special needs. May coordinate and/or participate in/on a variety of meetings, conferences and other related events in order to receive and convey information. May facilitate some training and supervision for volunteers and interns. Conduct random drug screens.

May work a varied schedule that may sometimes include evenings, week-ends and/or holidays; works with volunteers, community resources and others as needed to accomplish goals and objectives of area of assignment.. Performs other related duties as assigned.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of applicable State of Tennessee statutes, rules, administrative orders, policies and procedures, applicable Federal rules and requirements.

Knowledge of Hamilton County Policies and Procedures.

Knowledge of counseling methods, practices and procedures.

Knowledge of the basic principles of clinical documentation and record keeping, case and records management.

Skill in clinical skills using an evidenced based, trauma-informed, culturally sensitive, gender responsive framework for working with individuals, children and families.

Knowledge of chemical dependency diagnosis and treatment; including twelve step programs.

Knowledge of programs and resources available for chemical dependency treatment.

Knowledge of indicators of physical and sexual abuse, psychological problems, substance abuse, and other mental and physical health issues.

Knowledge of the habits and actions and ability to build rapport with individuals with a history of substance use.

Knowledge of the criminal justice system, counseling techniques, and available system and community resources.

Skill in engaging clients who may respond negatively to outreach efforts

Recovery Court Counselor – continued

Skill in establishing and maintaining effective working relationships with vulnerable and incapacitated persons, other professional agencies and the public

Skill and ability to tactfully communicate with non-voluntary clients in order to establish rapport and gain their confidence, cooperation, and best effort.

Skill and ability to understand the problems faced by families from all cultural backgrounds and economic levels.

Skill in effective conflict resolution and negotiation.

Skill in effective stress and time-management.

Skill in working independently and in a team environment.

Skill in organizing, planning, developing, supervising and managing program/events and prioritizing work with strong problem solving.

Skill in practicing cultural sensitivity and emphasizing a safe and respectful environment for all.

Skill managing upset and/or confrontational participants or family members.

Skill in building relationships with partners, the community and clients.

Skill utilizing verbal and written communication in providing presentations, counseling, educational materials, facilitating meetings and providing instructions.

Skill in operating a personal computer utilizing a variety of software applications with proficiency with Microsoft Office Suite including Outlook, Word, Excel and PowerPoint.

Skill in exercising good judgment and effective decision-making.

Skill in delegating and working with a team of peers and interns.

Skill in preparing and maintaining policies and procedures.

MINIMUM QUALIFICATIONS:

Bachelor's degree in social work (BSW), counseling, marriage and family therapy, or related field.

One (1) year of work experience providing group and individual counseling services working with justice involved individuals who have substance use disorders.

Must be working toward licensure or have LADAC/CAC or a Certified Peer Recovery Support Specialist.

A valid driver's license is required.

PHYSICAL REQUIREMENTS:

Work requires managing multiple tasks in a fast paced environment including extensive computer data entry and processing; bending, stooping, walking and/or standing for extended periods of time, and carrying of equipment and supplies weighing up to 30 pounds. Work may also involve the potential for physical harm in dealing with defendants and potential exposure to infectious diseases.

PREFERRED QUALIFICATIONS:

Licensure with the State of Tennessee as a LMSW, LCSW, LMFT or LPC is preferred.

Experience and certification(s) in evidenced based curriculums such as Thinking for a Change, Moral Reconciliation Therapy, Cognitive Behavioral Interventions for Substance Use, Seeking Safety, etc.

Bilingual (English/Spanish) Speaking.

ADDITIONAL INFORMATION:

This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Any overtime hours offered in this position are not guaranteed, are an estimate, and are subject to change.

Recovery Court Counselor – continued

All positions within Hamilton County Government are considered work **in-person** and require regular and punctual attendance.

All positions within Hamilton County Government may require work on Holidays or weekends. Additionally, irregular hours and shift work may be required, including possible extension of shift hours, at times with short notice.

AN EQUAL OPPORTUNITY EMPLOYER

Hamilton County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. A copy of Hamilton County's Equal Employment Opportunity Plan (EEO) & Utilization Report is available on the County's Equal Employment Opportunity (EEO) Office home page.

https://www.hamiltontn.gov/Department_EqualEmploymentOpportunityOffice.aspx