Josephine County, Oregon

Human Resources Office
Josephine County Courthouse
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POSITION DESCRIPTION

Job Title:	Treatment Services Program Supervisor
Department:	Community Corrections
FLSA Status:	Exempt
Job Code:	2782
WC Code:	9410
Effective Date:	March 1, 2001
Change Effective	January 1, 2010
Pay Grade:	NU18
Union:	Non-Union (Supervisory)

SUMMARY

Responsible for the supervision and management of all treatment services provided by Community Corrections. This position monitors and enforces the State OAR's regarding treatment requirements and monitors department policies and procedures. This position also has the supervision responsibilities of all subordinate staff assigned to the programs. Reviews daily work performed by subordinate staff and daily scheduling. This position also oversees the Ferguson Transitional House which consists of purchases, reviewing applications and decision of who is accepted into the house and supervising contracted house manager and resident manager positions. Participates on many boards for community agencies as well as collaborating with community partners and probation/parole offices. Work is performed under general direction of the Community Correction Director who reviews work primarily on the basis of results attained and conformance to established County and departmental polices, state and federal regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Supervises employees including assigning and reviewing work, scheduling and approving time off, training, appraising performance, rewarding, performance, taking necessary disciplinary action, and effectively recommending on hiring and termination decisions. Provide Clinical Supervision/Supervision for staff which includes counselors, contracted personnel, Case Specialist II, Department Secretaries, outside treatment agencies staff regarding the fidelity of the Matrix curriculum and practicum students. .

2. Oversee and assign scheduling and duties for staff and assigning case loads.

3. Develop, implement and manage programs. Current programs include: Intensive Outpatient, Outpatient and DUII treatment, and review and monitor Evidenced Based Programs & fidelity for Matrix, Moral Recognition Therapy, Change Program curriculums Co-facilitate dual-diagnosis Women's specific group with Mental Health Specialist,:

4. Manage compliance of Intensive Outpatient, Outpatient and DUII Programs with Oregon Administrative Rules and State Certification requirements. Responsible for the state site audit every three years to maintain state

licensing for this program, the Department of Corrections audit and review in compliance with the Correctional Program Checklist report, and maintaining requirement for Senate Bill 267 to ensure funding to programs.

5. Develop and maintain paperwork for charts. Responsible for quality assurance of all open and closed records.

6. Collaboration with probation officers, residential treatment programs Mental Health DUII evaluator regarding referrals and progress of offenders in treatment.

7. Network and provide treatment services for correctional institutions as part of offenders' transitional needs and treatment with release to Josephine County.   Provide assessment services and appropriate referrals for offenders who are lodged in the Josephine County Jail. Seek and participate in state and federal programs to assist in on going program fidelity and outcome measures.

8. Manage a caseload of up to 20 offenders.

9. Oversee billing for DUII clients with the individual as well as the State of Oregon. Monitor/order expenditures for materials and services needed to provide treatment services and operations.

10. Preparation of D.M.V. completion certificates.

11. Responsible for management of statistics for program including program growth projections, reporting and fiscal review. Supervise the accuracy of the State Monthly Management Report which involves the tracking of client enrollments and discharges. This information is then compiled for state statistics and legislative purposes.

12. Involved on the following boards and projects within the community: Rogue Community College Advisory Board; participate with State personnel as peer reviewer for other agencies in the State for program site reviews; provide education to health classes at Grants Pass High School; LADPC meetings; Meth Task Force, Zonta, and Options of Southern Oregon Board.

13. Write and monitor policies and procedures for programs and personnel.

14. Participate as a part of the Community Corrections weekly management team in planning for program development and implementation, staffing and budgetary concerns.

15. Supervise the staff and program assigned to the Ferguson Transitional House for offenders being released from prison. Develop and implement the policies and procedures for this house. Review applications and interview clients requesting entry into this house and make decisions on who is accepted. Also, staff any concerns and make decisions regarding discipline or termination of offenders living there. Staff concerns with Probation/ Parole Officers on an as needed basis and plan activities throughout the year.

SUPERVISORY RESPONSIBILITIES
Directly supervises approximately 5-10 employees within Community Corrections. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Attend and participate in court appearances by subpoena regarding treatment progress, compliance, and reason for terminations or completions.

QUALIFICATIONS
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE
Bachelor's degree (B.A.) from four-year college or university in psychology, human services, criminology, sociology, or closely related field; and five years of progressively responsible experience in performing casework, substance abuse counseling and supervision; or equivalent combination of education and experience. Requires considerable knowledge of substance abuse issues, and some knowledge of the criminal justice system.

JOB IMPACT

Problems typically encountered generally revolve around state/federal confidentiality rules and boundaries issues with clientele. Consequences of error could include exposure to litigation, personal injury, and public embarrassment, loss of employment and loss of state licensure.

JOB CONTACTS

This position requires working with individuals referred to treatment services by the court system, adult parole and probation officers, contracting agencies, social services agencies, DUII Evaluator, State/Federal prison institutions and community alcohol and drug treatment programs.

LANGUAGE SKILLS

Ability to read, analyze, interpret and apply rules, policies, procedures, statutes to the decision making process as it applies to the programs and operations, , financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or community/state partners. Ability to communicate effectively both verbally and in writing speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER SKILLS AND ABILITIES

The operations of standard office equipment; word processing and program database system, ISIS and Excel. Exercise good judgment and common sense and comprehend, interpret and apply legal statures to treatment services/programs.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License; safe driving record. Requires State Certification with Addiction Counselor Certification Board of Oregon-Level II. Requires National Certified Counselor-Level I.

BACKGROUND INVESTIGATION

Those employed in this position are subject to drug testing and a background investigation, including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

This position required working with adult criminal offenders who have substance abuse problems, subsequently having an increased potential for violence. The position is impacted by the requirements to meet deadlines, uncontrollable work flow, the need to make immediate and accurate decisions, flexibility in schedules and attention to detail. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMENTS Point Factoring
D 312 / C 243 / D3 100 / A(3) – 2(7) – c(17) 27 / D3 92 – 774, M 21

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Standing	☐	☐	☒	☐
☒	Sitting - 1/2 hour plus	☐	☐	☒	☐
☒	Moving about work area	☐	☐	☒	☐
☒	Bending forward	☐	☐	☒	☐
☐	Stoop position - 1 minute plus	☒	☐	☐	☐
☒	Climbing stairs - 1 floor	☐	☒	☐	☐
☐	Crawling - hands & knees	☒	☐	☐	☐
☒	Reaching overhead	☐	☒	☐	☐
☒	Lifting strength	**# of pounds = 20**			
☒	Lifting	☐	☒	☐	☐
☐	Patient Lifting	☐	☐	☐	☐
☐	Lifting Overhead	☐	☐	☐	☐
☐	Moving carts, etc.	☐	☐	☐	☐
☒	Carry items	☐	☒	☐	☐
☒	Dexterity/Coordination	☐	☐	☒	☐
☒	Keyboard Operation	☐	☐	☒	☐
☒	Rapid-mental/hand/eye coord.	☐	☒	☐	☐
☒	Operation of motor vehicle	☐	☒	☐	☐

Speech, Vision & Hearing

Check	Activity	Details
☐	Distinguish colors	Yes: ☐ No: ☐
☐	Distinguish shades	Yes: ☐ No: ☐
☒	Depth perception	Describe:
☒	Ability to hear	Normal Speech Level:
☐	Other Spec. Hearing Req.	Describe:

Exposure - Environmental Factors

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
☒	Heat	☐	☒	☐	☐
☒	Cold	☐	☒	☐	☐
☐	Humidity	☒	☐	☐	☐
☐	Wet Area/Slippery	☒	☐	☐	☐
☒	Noise	☐	☒	☒	☐
☐	Dust	☐	☒	☐	☐
☐	Smoke	☐	☒	☐	☐
☐	Vibration	☒	☐	☐	☐
☐	Chemical Solutions	☒	☐	☐	☐
☐	Uneven Area	☒	☐	☐	☐
☐	Ladder/Scaffold	☒	☐	☐	☐
☐	Ionization	☒	☐	☐	☐
☐	Radiation	☒	☐	☐	☐
☒	Body Fluids	☐	☒	☐	☐