

Pre-Trial Services Corporation

OF THE MONROE COUNTY BAR ASSOCIATION

DIVERSION/DWI COUNSELOR

OBJECTIVE OF THE POSITION: To provide assessment, referral and monitoring of services to criminal justice clients in a Pre-Trial Diversion Program and to provide both direct services and program planning services for pre-trial and post-conviction clients in the Weekend DWI Program.

REPORTS TO: Director of Operations

DUTIES OF THE POSITION:

- Providing thorough and accurate assessments of the service and/or treatment needs of clients referred by the criminal justice system, utilizing a multifaceted approach and format.
- Referring clients to treatment/intervention, which addresses their priority treatment needs in an environment, which maximizes opportunity for success.
- Maximizing the success of clients through developing rapport and maintaining close contact with clients during all phases of the Diversion process.
- Monitoring and continually assessing the clients' progress in the course of intervention and making appropriate alterations to plans when indicated.
- Making telephone and personal contacts with defense counsel, judges, district attorneys, courts, probation officers, and jail personnel.
- Making accurate and timely reports to the court of jurisdiction on clients' progress primarily in written form, but periodic appearances in court to give oral reports when necessary.
- Making personal contacts with clients in the Monroe County Jail to interview or clarify information.
- Maintaining strict confidentiality of protected information.
- Developing and maintaining cooperative relationships with components of the criminal justice system, community based services, and the community itself
- Participating as a member of a multi-disciplinary team in planning effective, flexible programming for clients
- Assessing need, developing treatment/intervention plans and matching client's needs with both center programming and community based services
- Facilitate or co-facilitate classes on a variety of topics as required by management and Administration for clients in the Center
- Supervising and performing both urinalysis and breathalyzer testing of clients

REQUIREMENTS/PERFORMANCE STANDARDS:

- Must demonstrate broad cultural sensitivity and a non-judgmental approach to clients.

- Must have strong skills in assessing and identifying primary treatment/intervention needs: mental health problems, drug/alcohol abuse, sexual dysfunction, life skills limitations, motivation and other areas of concern.
- Must demonstrate ability to consistently and accurately assess and define relevant information in complex situations and generate multiple options for action.
- Must demonstrate ability to manage multiple tasks competently while meeting deadlines and maintaining positive interactions.
- Must be able to work weekend rotations
- Must be able to work cooperatively in a team-oriented environment while independently managing an on-going caseload.
- Must be able to obtain and maintain a jail pass issued through the Monroe County Sheriff's Department.

SALARY: \$14.50 per hour Plus Benefits

WORKWEEK: 37.5 hours per week including weekends

MINIMUM EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

Masters Degree from an accredited college or university in the field of counseling, psychology, or social work with a minimum of one (1) year of full time, paid experience in the field of social work or counseling.

OR

A Bachelors Degree from an accredited college or university in the field of counseling, psychology, or social work with a minimum of three (3) years of full time, paid experience in the field of social work or counseling.

OR

Any combination of training, education and/or experience as deemed equivalent by the Executive Director of Pre-Trial Services.

EXTERNAL APPLICATION PROCESS:

Anyone interested in applying for this position should submit a cover letter and a resume to Charlene Leistman, Director of Operations, by no later than **4:30pm on February 10, 2017.**