
Pre-Trial Services Corporation

OF THE MONROE COUNTY BAR ASSOCIATION

DIVERSION/WEEKEND DWI COUNSELOR

OBJECTIVE OF THE POSITION: To provide assessment, referral and monitoring of services to criminal justice clients in the Promise Program and to provide both direct services and program planning for 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
- 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 weekends
- 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

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.

APPLICATION PROCESS:

Apply by email at cleistman@monroecounty.gov or in person at 80 West Main Street, Suite 200, weekdays between 9am and 4pm (office closes daily from 12:30 – 1:30). Bring an updated resume to attach to the application form. **No phone calls, please.** If we are interested in interviewing you for the position, we will contact you.

APPLICATION DEADLINE: Monday, April 19, 2019

Rev 1/25/16