

# **BANNOCK COUNTY** **CLASS SPECIFICATION**

## **CLINICAL DIRECTOR/PROGRAMS COORDINATOR**

Department: Juvenile Probation  
FLSA Designation: Exempt

Pay Grade: 14  
Effective Date: 8/05, 2/08, 8/09

### **Purpose of Class**

Provides and oversees clinical counseling services to individuals, families, and staff; evaluates Juvenile Justice programs; performs related work as required.

### **Primary Function**

The principal function of an employee in this class is to provide individual and family counseling through the Juvenile Justice system and to review, evaluate and coordinate Juvenile Justice programs. The Clinical Director/Programs Coordinator directly supervises Master's level counseling interns. The work is performed under supervision of the Juvenile Probation Director, but considerable leeway is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment with potential exposure to physical hazards from out of control clients.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Provides individual and family counseling for juveniles, parents and families involved in the County juvenile justice system;
- Performs assessments, evaluations, observations and interviews using a variety of assessment tools to identify needs and formulate diagnostic impressions;
- Develops treatment plans, and recommends services and interventions;
- Facilitates "Parent Project" for the parents of juveniles;
- Facilitates family mediation and victim/offender mediations;
- Supervises graduate students who provide counseling and family work;
- Reviews and evaluates other juvenile justice programs including Parent Project, Thinking for a Change, Family Mediation, Victim/Offender Mediation, Life Skills Program and PATHS.;
- Review and evaluate new or potential programs for Juvenile Justice;
- Consults with probation and diversion officers on case management and therapeutic strategies;
- Identifies, refers and contracts services with other agencies such as Bannock Youth Foundation, Health and Welfare, Children's Mental Health, professional therapists, school administrators, etc.;
- Consults with outside professionals who are providing services for juveniles and/or families in the juvenile justice system;

- Advocates and presents information at various settings such as mental health and child protection staffing meetings, multi-disciplinary team meetings at schools, etc.;
- Fills in for supervisor at court or other meetings; recommends to the court on disposition after a brief assessment before court, and additional services are implemented in each case after a more thorough family assessment after court;
- Plans, directs, monitors and guides the work of assigned staff;
- Performs record keeping and reporting, database management, and case management and reporting duties;
- Coordinates with evaluation and treatment programs, state and community agencies, and other service providers;
- Conducts weekly or other periodic staff meetings to review cases, providing support and counsel to officers;
- Receives and reviews monthly or other periodic reports from treatment providers on offenders and takes appropriate remedial actions as necessary;
- Documents and maintains records of all contacts with offenders;
- Attends a variety of court hearings and testifies for probation/parole and sentencing related matters;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

#### **Other Duties and Responsibilities**

- Serves on the Executive Committee for Bannock County Juvenile Justice;
- Represents Bannock County Juvenile Justice on various local community committees such as Healthy Pocatello, Healthy Youth;
- Performs the duties of subordinates, as needed;
- Requires flexible schedule and non-traditional work hours;
- On call to respond to emergency situations;
- Performs other related duties as required.

#### **Competency Requirements**

Knowledge of:

- Psychosocial rehabilitation counseling for individuals and families;
- Current assessment, diagnosis, service delivery, treatment programming, and therapeutic methods specific to juvenile justice programs;
- Human and criminal behavior, with emphasis on juvenile and adolescent behaviors;
- Interviewing, counseling, and investigative techniques applicable to case monitoring;
- Idaho and County statutes, laws, codes, and regulations governing juvenile arrest, detention, and probation/parole;
- Employee supervision, training, and evaluation methods and techniques;
- Court practices and procedures;
- Departmental programs, policies, procedures, and operations as applied to the work performed;
- Various evaluation and treatment programs, social and service agencies, and other community resources available to offenders;
- Conflict resolution and mediation techniques, methods, and objectives;

- Operation of standard office equipment, including a personal computer.
- Operation of specialized record keeping, reporting, and data processing software.

Ability to:

- Perform assessments, evaluations, observations and interviews using a variety of assessment tools to identify needs and formulate diagnostic impressions;
- Provide professional rehabilitative counseling to individuals and families;
- Evaluate clinical programs, recommend and monitor programmatic changes, and discern staffing requirements and abilities in concert with juvenile justice clinical programs;
- Implement and monitor compliance with policies and procedures and applicable state and County laws, statutes, ordinances, standards, and guidelines;
- Gather and analyze facts and evidence and draw logical and objective conclusions;
- Supervise, train, evaluate, and discipline employees;
- Readily adapt to changing work situations and assignments;
- Maintain a professional demeanor during stressful, volatile, and hostile situations;
- Compile pertinent data and prepare clear, concise, and accurate reports;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with assigned offenders, service providers, supervisors, other County employees, defense and prosecuting attorneys, the public, and other County and state agencies;
- Respond to citizen requests in a courteous and effective manner;
- Understand and follow oral and/or written policies, procedures and instructions;
- Make sound and reasonable decisions in accordance with laws, codes, regulations, and established procedures;
- Operate standard office equipment, including a personal computer and applications appropriate to assigned duties;
- Operate a motor vehicle;
- Operate specialized equipment such as electronic monitoring, drug testing and analysis, and personal defense devices;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Maintain offender and Department confidentiality;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

**Acceptable Experience and Training**

- Master's degree in social work, counseling, criminal justice, or a related field is required; and
- Three (3) years experience in individual and family counseling, preferably in the juvenile justice field is required; and

- Two years supervising counselors and evaluating juvenile justice programs is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Special Qualifications**

- Licensed Master Social Worker (LMSW), Licensed Clinical Social Worker (LCSW), or Licensed Practice Counselor (LPC) is required;
- First Aid and CPR certification is required;
- Idaho drivers license is required.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person, by telephone, and two-way radio;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to observe individuals and families in counseling sessions or other juvenile justice venues; to comprehend written work instructions and review and prepare a variety of written and text materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, a personal computer, and operate a motor vehicle;
- Sufficient personal mobility, agility, and physical strength and reflexes, with or without reasonable accommodation, which permits the employee to work in an office environment and perform program evaluation and monitoring activities.