



Community Advocates Treatment Specialist

Job responsibilities include:

- I. Planning and development of the Treatment Alternative to Prison program (TAP) to meet the unique needs of female offenders who have chemical dependencies along with other disorders such as abuse, mental health, parenting and other related issues.
 - a. Assist with the development and implementation of program goals and objectives.
 - b. Assist with implementing the program mission statement and program design based on a therapeutic community.
 - c. Collect, analyze, and review data and research relevant to the treatment of the female population in a correctional setting. Administer the Participant Survey within two days of the participant's arrival.
 - d. Apply criteria for program intake and discharge.
 - e. Help ensure that policies and procedures, program components and specific activities are achieving program goals and objectives.
 - f. Maintain policy and treatment manuals to maintain program integrity and consistency.
 - g. Serve as institution consultant, liaison and resource person in the areas of: chemical abuse and criminal orientation resources and programs for the institution staff, PRC, & P&P Agents.
 - h. Provide program planning and consultation with Center Team and security staff to enhance inmate adjustments to the institution and transition to the community.
 - i. Provide liaison services with a variety of intra-agency and inter-agency entities.
 - j. In Section A and all sections of this PPD, conduct all activities as to suggestions to implement only after approval of Program Director. For example suggest changes to the TAP schedule and lesson plans, but only implement with approval of Program Director. Follow all TAP policies and procedures

- II. Coordination, monitoring and evaluation of social service delivery system to participants.
 - a. Adhere to and monitor policies and procedures for residential program.
 - b. In conjunction with Treatment Team and other DOC staff, develop, implement and monitor assessment protocol to select program participants and determine individual treatment needs. Within one week of referral, complete assessment interview with program Psychologist and research other data as needed for decision. Recommend disposition to the Program Director and Superintendent verbally and or via e-mail with 24

hours of interview. Also discuss with the Director and others on the Treatment Team all factors pertinent to the decision on acceptance.

- c. Assist the Treatment Team to work well together on the implementation of a therapeutic community model to enhance peer counseling and support within the program.
 - d. Prepare for and attend team meetings and staffings for program participants with Treatment Team members including Program Director, Psychologist, Social Worker, Superintendent, Probation and Parole Agents, service providers, wrap-around service participants, and other institution staff.
 - e. Schedule and coordinate monthly guest speakers, in areas of Victim Impact (Restorative Justice) and Resource Enhancement for TAP participants. Notify Center staff, including the Treatment Supervisor, of planned events in preparation. General Population offenders should also be invited to the events.
 - f. Perform other activities as assigned by the Program Director.
 - g. Complete discharge summaries on assigned clients by 'one month after discharge' deadline. Discharge summaries should be proofread prior to forwarding them on to the Supervisor.
 - h. Document individual inmate progress with regular written reports (chronological notes) after 1:1 sessions and after group sessions.
 - i. Update participant treatment plans on a regular basis.
- III. Provision of direct social service delivery to TAP participants.
- a. Assess individual inmate's treatment needs for referred inmates; analyze dysfunction, needs, goals and chemical abuse history.
 - b. Provide individual counseling to TAP Participants. Document chronological notes in writing on a regular and timely basis.
 - c. Provide group counseling as assigned.
- IV. Establishes and utilizes appropriate interpersonal skills.
- a. Is knowledgeable of the Department of Corrections' harassment policy. Clearly demonstrates sensitivity to others by being cognizant of their feelings and respecting their rights.
 - b. Is courteous and tactful with co-workers inmates and the public.
 - c. Responds positively to constructive criticism and supervision. Strives to ensure performance expectations and standards are met.

Minimum requirement is Substance Abuse Counselor-in-Training (SAC-IT). Wage range is \$32,000 - \$34,000 depending on experience. Reply with resume and cover letter to jobs@communityadvocates.net no later than Thursday, February 15, 2018.