DATE: June 10, 2015

TO: Seven Cedars Students

FROM: Lisa Wempen, Business Operations Coordinator

SUBJECT: Correctional Addictions Therapist Job Opening

Larimer County Criminal Justice Services Division is hiring for a Correctional Addictions Therapist I or II. Both full and half time positions available. To apply, please submit an application at: https://careers-larimer.icims.com/jobs/search

Starting Salary: $21.90/hr

Overview:

An offer of employment is contingent upon the successful completion of a pre-employment drug screen and background check. As marijuana is an illegal substance under federal law, testing positive for marijuana (medical or otherwise) or any other substance for which the county tests, will result in the contingent offer of employment being revoked. A successful completion of the drug screen is defined as obtaining a negative result.

This position will close at 10:00 PM on 06/22/15.

The Eligibility List may include candidates that possess a Certified Addictions Counselor II or above, as well as candidates that have a Master’s Degree with extensive experience providing substance abuse counseling and a willingness to obtain the appropriate certification.

The successful candidate for this position must be available to work weekends, evenings, and/or holidays to meet program needs.

May be subject to on-call/mandatory overtime.

Performs professional and technical case management related work and/or counseling/therapy in the implementation of an Intensive Residential Substance Abuse Treatment (IRT), Short term Residential Substances Abuse Treatment (STIRRT), and/or Aftercare programs.

Responsibilities:
The following statements are illustrative of the duties and responsibilities of the job. The organization retains the right to modify or change the duties and responsibilities of the job at any time.

- Receives administrative supervision from the Correctional Services Manager, CAC related clinical supervision from the Substance Abuse Team Leader, and overall clinical direction from the Clinical Director.
- Conducts a variety of substance abuse, cognitive restructuring, mental health (if qualified), and life skills groups delivered to participants of the IRT, STIRRT, and Aftercare programs.
- Conducts individual substance abuse treatment sessions, cognitive restructuring, mental health (if qualified), and life skills sessions delivered to participants of IRT, STIRRT, and Aftercare programs.
- Conducts Substance Abuse Evaluations on prospective and actual participants in IRT, STIRRT and/or Aftercare programs.
- Participates in the selections and screening of referrals for placement.
- Facilitates the development and implementation of the treatment milieu in the IRT, STIRRT, and aftercare programs.
- Collaborates with Mental Health Therapist and contracted clinicians on unified treatment programs and evaluation of suspected co-morbid conditions.
- Participates in Community Corrections team efforts; assists with other Community Corrections programs as required; collaborates with and assists other Community Corrections staff as required.
- Participates in file audits to monitor adherence to ADAD treatment and facility standards, as well as DCJ and Community Corrections policies and standards.
- Develops treatment plans and updates as indicated. Completes aftercare recommendations for clients on caseload.
Coordinates client mental health assessments and ongoing treatment with contracted psychiatric and mental health staff. Administers and scores mental health instruments for contract mental health staff.

Conducts periodic in-house trainings for staff on latest developments in substance abuse/mental health/co-occurring treatment for offenders.

Oversees data entry of demographics, response to treatment, and post-treatment outcomes. Initiates gathering of post-treatment outcome data from referring agencies.

Conducts case management activities for assigned clients including, but not limited to, administering and scoring client assessments; monitoring compliance with sentence given by the courts; making appropriate treatment referrals; the completion of monthly program reports, termination reports, and the development and review of treatment plans; and facilitating effective communication with other professionals involved in clients supervision and/or treatment.

Initiates and maintains current, accurate, and complete case documentation including Arrival and Termination reports, Performance Review Summaries, Progress Reports, chronological case notes and logs, incident reports, affidavits, court reports, and other written documents and correspondence, and aftercare recommendations.

Conducts safety and security activities including random client body searches, room and facility searches and inspections, supervision and collection of urine specimens, verification of client location and activities in and outside the facility, resident counts, and emergency drills consistent with policy.

Attends and participates in department staff meetings and required training.

Performs other duties as appropriate or necessary for performance of the job.

Knowledge, Skills, & Abilities

- Current evidence-based offender treatment modalities for co-occurring disorders, mental health, and substance abusing clients.
- Development of treatment, relapse prevention, and aftercare plans.
- ADAD and DCJ standards and rules.
- Record keeping and reporting procedures.
- Current corrections' trends and practices.
- Offender management and treatment.
- Microsoft Office Professional (Word, Access, Excel, PowerPoint, Publisher).
- Communicates clearly and concisely, both verbally and in writing.
- Reads and comprehends department and County rules, regulations, policies, and standard operating procedures.
- Applies policies and procedures in performing assigned duties.
- Maintains sensitive and confidential information.
- Works flexible hours, which may include working weekends, holidays, and varied shifts.
- Performs duties independently without close supervision.
- Provides professional customer service to clients and the public.
- Acts as an official representative of the County in a professional manner with local, state, and national agencies and organizations.
- Organizes material and presents information clearly and concisely, in verbal and written form.
- Effectively responds to conflict situations and people in conflict.
- Demonstrates strong commitment to department goals and mission.
- Manage multiple priorities and program components.
- Exhibits positive leadership skills, including the ability to work on a team, take initiative, and work independently under stressful situations.
- Establishes and maintains effective working relationships with other County employees, representatives of other agencies and organizations, and members of the community.

Qualifications:

- A minimum of two years experience providing substance abuse treatment in an adult correctional setting, adult or youth community diversion program, or related area.
- Experience with co-occurring treatment.
- Bi-lingual in Spanish preferred.
- Bachelor’s Degree from an accredited college or university with major course work in Sociology, Psychology, Social Work, Human Development, Criminal Justice, or related field.
- All required and elective CAC required coursework and clinical experience for CAC II
- Possession of, or the ability to obtain, a valid Colorado Driver’s License.
- Certified Addiction Counselor II (CACII).
- Possession of, or ability to obtain, Adult and Child CPR, AED, and First Aid certifications by date of hire.