

SUPERIOR COURT OF THE STATE OF WASHINGTON
IN AND FOR THE COUNTY OF OKANOGAN

**DEPARTMENT OF JUVENILE AND FAMILY SERVICES
POSITION DESCRIPTION**

**** TREATMENT SERVICES MANAGER ****

DEPARTMENT: Juvenile

RESPONSIBLE TO: Juvenile Services Administrator (or Designee)

IMMEDIATE SUPERVISOR: same

STATUS: Salaried - Non-Union - Exempt

PAY GRADE: 22

JOB OBJECTIVE/SUMMARY

This is a supervisory level position which provides oversight, program development, organization, monitoring, evaluation and support of assigned court services officers/substance abuse treatment program counselors for the Department. Ensures compliance with applicable policies, procedures and legal requirements. Develops relationships with staff and other agencies and individuals both inside and outside of county government that will facilitate participation, teamwork, effective functioning and use of resources. The person in this position must independently perform work with little supervision, structure or guidance and must exercise independent judgment in analyzing programmatic problems, issues and situations, while developing recommendations for new or modified programs.

POSITION RESPONSIBILITIES

Position responsibilities may include, but are not limited to:

1. Planning, scheduling, supervising and evaluating the work of Treatment Services personnel. Participating in making the selection and providing training and supervision of new employees and volunteers. Participate in making decisions regarding discipline or termination of employees.
2. Coordinates treatment services programs with other units within the department; screens cases and assigns appropriate staff. Will carry a case load as required.

3. Develops and reviews the operational policies and procedures to interpret, apply and ensure compliance with related laws, regulations and codes. Evaluates and monitors treatment program services and processes, and oversees modifications as necessary, to meet federal, state and local requirements.
4. Assesses treatment programs and services and provides evaluative summaries to other departmental management personnel and other juvenile justice and child care agencies. Acts as professional liaison and resource person for the court.
5. Attends regional and state meetings as departmental representative.
6. Gives presentations regarding treatment services and programs as required.
7. Develops, implements, and supervises new or modified programs and trains staff as needed.
8. Performs such other duties as assigned, established or modified by the designated supervisor and/or department head.

REQUIRED QUALIFICATIONS

1. Must be 21 years of age or older.
2. The qualified counselor shall have the background and education to perform the necessary counseling responsibilities as outlined below:
 - Have completed requirements of a qualified chemical dependency counselor per WAC 275-19-145(1).
 - Have completed an educational program with emphasis on chemical dependencies, psychology, social work or other closely related field. A bachelor's degree is preferred.
3. Must have basic computer skills.
4. Must have effective written and oral communication skills.
5. Must have the ability to work irregular hours and be subject of call in on short notice.
6. Must have the ability to maintain a professional and positive work attitude and conduct with subordinates, supervisors, juveniles, families, other agencies and the general public.
7. Must be of high moral character, have a commitment to the agency mission and the ability to maintain confidentiality. Must be law abiding, drug free and not involved in alcohol abuse.
8. Must have experience in personnel training and management and policy and procedure development and implementation.
9. Must be able to work independently with little supervision.

10. Must be flexible, creative and possess the ability to lead. Must have a professional appearance and be able to develop good working relationships with a variety of people.

DESIRED QUALIFICATIONS

- 1) A working knowledge of the Washington State juvenile justice system.
- 2) Strong working knowledge of counseling techniques, family dynamics, interviewing and assessment skills.
- 3) Certification or Licensure in Counseling or Social Work field.
- 4) Bilingual (English/Spanish) capabilities are a plus.

CONDITIONAL EMPLOYMENT REQUIREMENTS

The following training, certifications and reporting requirements must be successfully completed, maintained or complied with during the duration of employment, as a condition of employment. Failure to successfully complete, maintain or comply with these requirements could result in dismissal from employment.

- 1) Must successfully complete basic first aid and CPR certification within three months of employment and maintain certification during the duration of employment.
- 2) Must maintain a valid Washington state driver's license and proof of liability insurance at all times.
- 3) Must report all arrests, convictions, guilty pleas or diversion/deferral agreements, for any criminal offense(s), immediately to the appropriate supervisor or the Department Head.
- 4) At the discretion of the Department Head, the incumbent may be required to successfully complete First Line Supervision and/or Middle Management training through the Washington State Criminal Justice Training Commission.

EQUIPMENT USED

1. County Motor Vehicles;
2. Manual and electronic security devices;
3. Office Equipment, including computers;
4. Breath analysis and chemical urinalysis testing apparatus for drugs and alcohol;
5. Testing assessment instruments for chemical dependency.

WORKING ENVIRONMENT

The employee will work within office and courtroom settings and in the field for supervision, monitoring, management and investigative activities. The employee may be required to attend meetings at various locations as part of their work or for on-going training purposes. The employee may be required to work irregular hours or be subject to call in to work on short notice in response to emergent situations.

PRE-EMPLOYMENT BACKGROUND CHECKS AND TESTING

No offer of employment will be made until a criminal and child abuse records check and background and reference checks have been completed. Offers of employment may be conditional upon successfully completing Drug Testing and/or Polygraph Testing and/or Psychological Testing. Other testing or checks may be made at the employer’s discretion to determine suitability for employment.

FLSA EXEMPT

This position is exempt from the provision of the Fair Labor Standards Act.

EMPLOYEE ACKNOWLEDGEMENT

I have read and received a copy of my position description. *This position description reflects general details necessary to describe the position’s essential functions and the position’s level of knowledge and skill typically required. The position description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, such as working in other areas to cover absences or relief, to equalize peak work, or otherwise balance the workload.*

Employee Signature **date**