

**POSITION DESCRIPTION
COUNTY OF MONROE, INDIANA**

POSITION: Court Alcohol and Drug Program Director
DEPARTMENT: Circuit Court
DIVISION: Probation/Community Corrections
WORK SCHEDULE: As assigned
JOB CATEGORY: SO (Special Occupations)

DATE WRITTEN: February 2021

STATUS: Full-time

DATE REVISED: March 24, 2021/August 3, 2021

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Monroe County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Court Alcohol and Drug Program Director for the Monroe Circuit Court Probation Department, responsible for managing and administrating Court Alcohol and Drug Program, Adult Intake Unit, Adult High Volume/Interstate Compact/Intrastate Transfer-out caseload, supervising and directing assigned personnel, and ensuring compliance with applicable legal and departmental requirements.

DUTIES:

Supervises and directs assigned personnel, both staff and student interns, including reviewing position documentation, interviewing candidates, making hiring recommendations, providing orientation and training, planning/delegating/controlling work assignments, establishing specific work goals, establishing training schedule for staff to ensure fulfillment of required training and testing, developing/mentoring/motivating staff, evaluating performance and providing feedback, recommending personnel or corrective actions, maintaining discipline, communicating and administering personnel programs and procedures, and keeping supervisor and subordinates informed of organizational developments.

Oversees daily operations of Court Alcohol and Drug Program, ensuring compliance with applicable laws, regulations, and program rules as adopted by the Judicial Conference of Indiana.

Completes all required activities/documentation to ensure Court Alcohol and Drug Program achieves and maintains state certification from the Indiana Office of Court Services (IOCS), including submitting all required reports such as financial, statistical, and quarterly/annual operations updates, ensuring program certifications/audits are completed in a timely manner.

Ensures that all adult probation officers (Court Alcohol and Drug Program professional staff) complete required case activities, training, practicum, documentation, and achieve/maintain state certification as required by the state. Approves and maintains documentation of required continuing education hours, notifies Indiana Office of Court Services (IOCS) of staff that fail to complete requirements and corrective action to be taken.

Performs scheduling of staff, balances workload, and manages workflow. Reviews staff timesheets/payroll data, approves requests for time out of office, ensuring adequate coverage for duties, fills in for absent staff members as needed, and maintains statistical measures of departmental workload according to state standards/rules.

Completes statistical analysis of offender risk and needs assessment profiles. Creates/downloads reports from state databases/case management systems.

Coordinates unit/division/program operations with assigned officers, probation Executive Management Team, and court officials. Liaises between substance use disorder treatment providers and Probation Department.

Serves as administrator for Monroe County Interstate Compact for adult probation supervision. Responds to inquiries related to interstate and intrastate transfer of adult clients/participants from Prosecutor's Office, court staff, and Criminal Division judges, and resolve issues/problems.

Serves on-call to approve after-hours requests for telephonic warrants, contacting Duty Judge to conduct telephonic warrant hearings, and completes all required documentation for issuance of warrants.

Reviews and audits work of assigned staff to ensure quality and efficient case processing, including case and court reports/documents/correspondence/notes, closed-out case records to ensure completion of court ordered conditions and case plans, and data entry.

Administers alcohol/drug educational programs, coordinates program referrals with Prosecutor's office/other jurisdictions, schedules classes, reserves facilities, and assigns and trains facilitators.

Coaches assigned personnel in Evidence Based Practices (EBP) skill development and provides recommendations, including possible interventions. Meets with probation officers and their clients concerning non-compliance with conditions of community supervision, attempting to resolve problems and avoid having to file violation petitions.

Serves as probation officer for highly sensitive/public cases and performs duties of probation officers in their absence, including but not limited to conducting risk/needs assessments, performing background checks, developing supervision plans, making referrals for services, evaluating progress, reinforcing compliance, maintaining communication with client/agencies/ court personnel, maintaining complete, accurate, and updated records, assisting victims, reporting abuse/neglect, and administering alcohol/drug testing.

Conducts initial investigation of complaints from clients/program participants and the public. Advises Chief Probation Officer of investigation and submits written results of investigation.

Serves as member of the Probation Department Executive Management Team and participates in management meetings.

Assists with development and revisions of department policies/procedures, and in formulating departmental budgets and budget requests.

Prepares statistical and periodic reports as required by local, state, and grant/funding agencies, and assists with writing grants and administering grant funds/budgets.

Attends/conducts/participates in a variety of staff and departmental meetings, serves on state probation or community corrections committees as appointed/directed, serves as committee chairperson as assigned, and meets with judges and other County officials as directed.

Maintains communication with public, private, and other referral agencies to resolve conflicts with operations and coordinate joint procedures, services, and staff training.

Responds to inquiries and concerns from public regarding Court-administered Alcohol and Drug Programs and interstate/intrastate transfer of adult clients/participants. Attends community meetings representing Department on alcohol/drug/substance use disorder matters.

Completes special projects as directed, such as program evaluations, statistical management reports, and research, including implementing programs and projects as assigned.

Performs all probation officer duties as required by Indiana law and Indiana Probation Standards (Judicial Conference of Indiana), Indiana Department of Correction (IDOC) regulations and standards, departmental policies/procedures, and adheres to the Indiana Code of Judicial Ethics.

Serves as professional staff for the Monroe Circuit Court Alcohol and Drug Program, performing all duties as required by the Rules for Court-administered Alcohol & Drug Programs (CADP) as established by the Judicial Conference of Indiana, adhering to the Court Substance Abuse Management Specialist (CSAMS) Code of Ethics.

Performs related duties as assigned and/or required by law.

I. JOB REQUIREMENTS:

Baccalaureate Degree from an accredited college or university required, preferably in field of criminal justice, social or behavioral sciences, or related field.

Must be at least 21 years of age and an American citizen.

Must be a person of good moral character.

Ability to meet all department hiring and retention requirements, including passage of written tests and drug test.

Possession of or ability to successfully pass the Indiana Probation Officer Certification exam within 6 months of date of hire and maintain certification.

Possession of or ability to successfully complete and maintain IRAS and CSAMS certifications, including continuing education requirements, and any required staff training programs or professional duty.

Ability to attend orientation program conducted by the Indiana Office of Court Services within one year of hire.

Thorough knowledge of the function of the Department unit/division/program.

Thorough knowledge of and ability to make practical application of local, State, and federal regulations and statutes, adult/juvenile criminal code, applicable rules, regulations, and laws concerning adult and juvenile probation, Community Corrections Programs, Court-administered Alcohol and Drug Programs, Problem Solving Court Programs, Pretrial Services Programs, and legal terminology of criminal justice system, including Indiana law revisions, with ability to apply and enforce regulations.

Thorough knowledge of and ability to make practical application of current developments, theories, and trends in behavioral intervention and supervision of probationers.

Thorough knowledge of state case management systems, databases, and interfaces utilized for adult/juvenile probation and community corrections.

Thorough knowledge of Monroe County's personnel policy and Department policies and procedures.

Practical knowledge of standard policies and practices of Monroe County legal process and probation/community corrections system, with ability to accurately complete required legal reports, make recommendations to the court, and apply and adapt procedures as cases demand.

Practical knowledge of treatment programs/social services provided by government/ private agencies, with ability to identify client needs and make appropriate referrals.

Practical knowledge of the National Crime Information Center (NCIC) criminal record check policies and procedures and conducting other criminal history searches, with ability to complete required training and pass test. as well as the Interstate Compact Offender Tracking System (ICOTS) with ability to document/track interstate transfer of probation supervision.

Practical knowledge of Department-specific software and applications including various case management systems, electronic filing, state databases, and crime-related/corrections databases, with ability to manage workflow, investigate, and research.

Practical knowledge of standard bookkeeping/accounting procedures and practices, and the financial systems used by Monroe County and other regulating/auditing agencies, with ability to develop and/or revise appropriate procedures, prepare/administer budgets, and accurately complete financial/statistical reports and documents as required.

Working knowledge of grant funding and administration, with ability to research, apply for, and administer grant funding.

Working knowledge of community geography and ability to effectively monitor and/or locate program participants, verify and document compliance, and take action in response to violations.

Working knowledge of standard office policies/procedures, basic computer skills such as word processing/spreadsheet/email, and basic filing systems, with ability to create and maintain accurate and complete Department files and records.

Working knowledge of Department bloodborne pathogen exposure reporting procedures, and ability to protect oneself from contracting infectious diseases by avoiding high risk environments and by having knowledge of and utilizing universal health precautions.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to prepare various documents, correspondence, and detailed reports within Department deadlines.

Ability to supervise and direct assigned personnel, both staff and student interns, including reviewing position documentation, interviewing candidates, making hiring recommendations, providing orientation and training, planning/delegating/controlling work assignments, establishing specific work goals, establishing training schedule for staff to ensure fulfillment of required training and testing, developing/mentoring/motivating staff, evaluating performance and providing feedback, recommending personnel or corrective actions, maintaining discipline, communicating and administering personnel programs and procedures, and keeping supervisor and subordinates informed of organizational developments.

Ability to perform other administrative functions, including balancing caseloads, responding to questions and concerns, reviewing/approving reports, and auditing case records/documentation.

Ability to perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace.

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, take authoritative action, and apply appropriate discretion and common sense.

Ability to speak clearly and distinctly, hear/be heard, and be understood when communicating in person, internet, or by telephone.

Ability to properly operate specialized community supervision equipment such as electronic monitoring (EM) devices, GPS monitoring units, bullet-resistant vests, pepper spray, alcohol and drug testing equipment, and to operate standard office equipment, such as computer, calculator, telephone/cell phone, copier, fax machine, scanner, and camera.

Ability to effectively communicate orally and in writing with co-workers, other County departments, court personnel and officials, government/social agencies, law enforcement personnel, Indiana University partners, crime victims, offenders/clients/participants, and the public, being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to competently serve the public with diplomacy, professionalism, and respect, including occasional encounters with irate/hostile and/or resistant persons.

Ability to be organized, demonstrate effective time management skills, and adapt to change in order to support organizational development, growth, and progress.

Ability to provide public access to, or maintain confidentiality of, department information and records according to State and federal requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, carry out written and oral instructions, and present findings in oral and written form.

Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, on several tasks at the same time, and amidst frequent distractions.

Ability to plan/layout assigned work projects, apply knowledge of people/locations, prepare detailed reports, and read/interpret detailed prints, sketches, layouts, and maps.

Ability to count, perform arithmetic calculations, compare or observe similarities/differences between data, people, or things, compile/analyze/evaluate data, take action based on data analysis, and to fabricate data to discover facts or develop concepts.

Ability to pursue and maintain professional development.

Ability to plan and deliver public presentations and community events, and to testify in legal proceedings/court as required.

Ability to work evening/extended/weekend/irregular hours, travel out of town for case assignments/training/conferences, sometimes overnight, and serve on-call/respond to emergencies and duty cell-phone on 24-hour basis/7 days a week.

Possession of a valid driver's license and a demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a broad range of duties involving complex and complicated situations and problems. Incumbent operates within very general guidelines and rules which require adaptation to address specific cases and circumstances.

III. RESPONSIBILITY:

Incumbent's duties are performed within general departmental objectives, with a wide range of latitude permitted for the exercise of independent decision-making. Interpretations of objectives are discussed with supervisor. Incumbent contributes to overall departmental operations by applying departmental objectives to specific cases and circumstances, and work product is reviewed for conformity with departmental objectives.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other County departments, court personnel and officials, government/social agencies, law enforcement personnel, Indiana University partners, crime victims, offenders/clients/participants, and the public, for purposes of exchanging information, instructing, mentoring, negotiating, and rendering service.

Incumbent reports directly to Deputy Chief Probation Officer.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in a standard office environment, courtroom, detention facilities, and in the field, involving sitting for long periods, sitting/walking at will, lifting/ carrying objects weighing less than 50 pounds, pushing/pulling objects, bending, reaching, crouching/kneeling, handling/grasping/fingering objects, keyboarding, close/far vision, color/depth perception, hearing sounds/communication, speaking clearly, and driving a vehicle. Incumbent may be exposed to disturbing evidence, irate/hostile individuals, and physical violence, and may respond to situations involving potential harm to self and others. Incumbent may be exposed to pets, other animals, confined areas, and temperature/weather extremes. Universal health/safety precautions must be followed at all times to avoid contamination, infection and/or injury to self and others, including wearing protective clothing/equipment, such as a latex gloves or bullet-resistant vest.

Incumbent works evening/weekend/irregular hours, occasionally travels out of town for case assignments/training/conferences, sometimes overnight, and serves on-call/responds to emergencies on 24-hour basis.