

PLEASE POST !!!

OPEN POSITION

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS
FOR THE FOLLOWING POSITION:

15 DRUG AND ALCOHOL COUNSELOR – MCCF
\$19.2647/hr – 37.5 hrs/wk.

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 5/19/2022

REMOVE: OPEN UNTIL FILLED

MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

DRUG & ALCOHOL COUNSELOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide counseling and program services to correctional facility inmates to emphasize prevention, to promote optimum jail release, and to help inmates deal with addiction and substance abuse, family/parenting and marital problems, suicide, stress management, job/career concerns, low self-esteem, educational decisions, and mental/emotional health issues.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Provides counseling services to all inmates in the County's correctional facility; helps inmates to deal with addiction and substance abuse, family/parenting and marital problems, suicide, stress management, job/career concerns, low self-esteem, educational decisions, and mental/emotional health issues.

Evaluates and advises a large caseload of inmates; conducts individual interviews with inmates; conducts one-on-one debriefings with Unit Commanders to gather information about inmates; works with juvenile, mentally ill, or mentally-retarded inmates; works with AIDS patients and MICA (mentally impaired/chemically abused) patients; assists inmates in understanding and dealing with their social, behavioral, and personal problems; teaches inmates to handle conflicts without resorting to violence.

Screens and works individually with inmates to identify cases involving domestic abuse and other family problems which can affect inmate development.

Directs inmates to special services, including alcohol and drug prevention programs, church services, Art, one-on-one sessions with the facility's psychologist, sex offender classes, educational classes including pre-GED, and special educational classes as needed.

Serves as a liaison with County/State parole agents and County government centers.

Contacts District Justices regarding pending detainees and requirements for release.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.

Prepares or completes various forms, reports, correspondence, visitation schedules, parole summaries, case files, inmate updates, misconduct reports, presentations, time cards, or other documents.

Receives various forms, reports, correspondence, schedules, inmate rosters, request slips, case files, classification reports, incident reports, shift update reports, parole summaries, facility work applications, manuals, rules, regulations, policies, procedures, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Maintains files/records of work activities; maintains individual file on compliance with rules and regulations to be observed at the correctional facility.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, or other software programs.

Communicates with supervisor, Unit Commanders, employees, other departments, court officials, attorneys, Children & Youth Services' staff, County/State parole agents, government agencies, medical personnel, inmates, family members, the public, local businesses, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Maintains confidentiality and professional integrity in involvement with departmental issues and documentation.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Prepares departmental files; sorts/organizes documents to be filed; files documents in designated order; locates/removes files; maintains file system of departmental records.

Copies and distributes forms, reports, correspondence, and other related materials.

Initiates/receives facsimile transmission of documents.

Provides assistance or coverage to other employees as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in human services, social work, psychology, or related field supplemented by three (3) years previous experience and/or training that includes counseling and Corrections Officer experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must successfully complete Jail Officers Training Manual. Must possess and maintain valid CPR and First Aid Certification.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division, the ability to calculate decimals and percentages, the ability to utilize principles of fractions, and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as violence, disease, or pathogenic substances.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.