

# JOB DESCRIPTION

## Treatment Specialist (TS)

Reporting Relationship:	Position reports to the Facility Director
Work Schedule:	Varying work hours, including weekends may be required
FLSA Status:	Non-Exempt

---

### **I. SUMMARY OF POSITION**

Under the direct supervision of the Facility Director and the general supervision of the Clinical Director, the Treatment Specialist facilitates treatment/habilitation services. This includes facilitating treatment groups, and providing one-on-one sessions to address residents' criminogenic needs. This staff position will have specific expertise in the field of cognitive-behavioral interventions.

The Treatment Specialist will perform these daily duties and responsibilities under the guidance of the Program Specialist

### **II. ESSENTIAL DUTIES AND RESPONSIBILITIES**-*Essential duties and responsibilities may include, but are not limited to, the following:*

- Develops, implements and facilitates in-house programming, which includes, but is not limited to, facilitating chemical dependency, mental health, employment/vocational development and cognitive-behavioral curriculum. Conducts one-on-one sessions and assessment services.
- Conducts accurate assessments and evaluations of residents' performance and progress in the treatment groups. This includes conducting pre and posttests and keeping individual and group performance reports.
- Provides Case Managers with residents' group performance evaluations and makes recommendations for program plan modification based on resident's performance in treatment groups.
- Works cooperatively with the Clinical Director to evaluate, modify and upgrade treatment programs.
- Identifies residents with special treatment needs and matches delivery of services to address such needs. This may require one on one instruction, special testing accommodations, community referrals, etc.
- Be aware of the residents' program plan, and assist the residents in working toward completion of program plan objectives.

- Observes and responds appropriately to signs and symptoms of illness, accidents/injuries, medication effects, and other unusual incidents which may affect resident health and welfare, and report such observations/actions in a timely manner.
- Performs orientation procedures for incoming residents, which involves familiarizing incoming residents with behavioral expectations and, answering residents' initial questions, and addressing concerns.
- Provides daily positive interaction with residents. This includes activities such as problem solving, goal setting, and counseling and serving as a positive role model, with appropriate personal conduct, manners, and appearance.
- Provides written documentation for resident case files on all individual treatment sessions.
- Develops and maintains effective working relationships with various treatment facilities and with the general public.
- Staff with the Program Specialist to make recommendations for treatment referrals to community mental health agencies, chemical dependency agencies, as well as social service agencies (i.e. housing agencies, vocational/employment agencies, education agencies, family counseling agencies, etc.) as needed.
- Serves on various committees as assigned (i.e. Audit Committees, OMHAS Committees, ACA Committees, etc.).
- Keeps statistics for the Annual Report.
- Testifies at court hearings as needed.
- Maintains accurate records and submits reports as required.
- Maintains strict confidentiality with respect to all information obtained and processed in the operation of the NEOCAP facility.
- Assists in maintaining residential case files as per agency policy.
- Maintains written materials, audiovisual materials and other supplies needed to carry out the goals and objectives of the program services. Advises the Program Administrator regarding supply needs.
- Utilizes audiovisual equipment on an as-needed basis. Maintains general knowledge of equipment and its use. Notifies the Program Specialist of equipment malfunction, tampering and supply needs.
- Meets with the Program Specialist as needed for a mutual exchange of current events.
- Works with the Program Specialist to continuously evaluate and upgrade the program for the residential population and services designed toward same.
- Supplements facility coverage as assigned.
- Participates in seminars and continuing education programs when appropriate and feasible. Completes educational/training hours, which may be required to maintain certification.
- Exchange pertinent information among all staff.
- Makes necessary and timely entries for resident records, related documents (documentation of daily activities in legal log, notation of important information in counselor's log), and operational forms.

- Documents daily activities of residents, including special incidents requiring immediate disciplinary/intervention actions.

### **III. JOB QUALIFICATIONS**

To perform this job successfully, an individual must possess a valid driver's license and be able to perform each essential function at expected level of competency. The requirements listed below are representative of the knowledge, skills and/or ability required:

#### **Education and Work Experience**

BA/BS in social work; sociology, psychology, criminal justice or a related field. License/certification preferred (LSW, LPC, and LCDC III). Those individuals without an LCDC III, must have the ability to obtain a CDCA and works towards an LCDC III within 24 months.

One (1) year experience in corrections, counseling, social work, drug treatment, community mental health, or a related area with two- (2) years' experience with human service delivery in a residential/correctional setting preferred.

#### **Language Skills**

Ability to read, analyze and interpret materials, correspondence, government regulations, policies and procedures, manuals and handbooks. Knowledge of English grammar, composition, spelling and punctuation. Ability to write reports, communicate via a computer and to effectively present information and observations verbally and through the computer.

#### **Mathematical Skills**

Ability to add, subtract, multiply and divide.

#### **Computers and Equipment**

Ability to operate a personal computer, including word processing and specialized software, telephone, fax machine and copy machine.

#### **Reasoning Skills**

Ability to solve practical problems and deal with a variety of variables in situations where limited supervision or standardization exists. Ability to critically think. Ability to interpret a variety of instructions furnished in written, oral, diagram or scheduled form. Ability to identify or detect client manipulation and other criminogenic conduct that is characteristic of the population served.

#### **Interpersonal Skills**

Ability to communicate effectively by actively listening, asking appropriate questions and providing feedback to ensure effective delivery of information. Also have the ability to build rapport with the clients.

### **Legal Competency Skills**

The ability to understand legal terminology, court procedures, as well as, understand the laws that govern the treatment of offenders and their records.

### **Psychosocial Competency Skills**

Ability to understand human behavior and the mental processes residents bring from their different cultural and socioeconomic backgrounds.

### **Therapy and Counseling Skills**

The ability to properly use evidence based treatment techniques to address offenders' criminogenic needs. This includes the ability to effectively utilize group and individual teaching techniques.

### **Physical Demands**

While performing the duties of this job, the staff member is regularly required to stand, use hands and fingers, reach with hands and arms, talk and hear. The staff is regularly required to sit and work on a computer for extended periods of time. Staff must frequently lift and/or move up to 10 pounds. The staff must move throughout the facility's interior and exterior. The staff must be able to kneel and squat for extended periods of time. Vision requirements for this job include close vision, depth perception and ability to adjust focus.

### **Work Environment**

The milieu of NEOCAP is a very structured and organized work environment. Staff must have the ability to work under stressful and demanding conditions. Staff must adhere to all established rules and regulations, and conduct assigned duties in accordance with policy and procedures.

*This job description is intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the essential functions of the job. Specifications are **not** to reflect all duties performed by Treatment Specialists.*

Revised: April 19, 2016