

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

RECOVERY COURTS DIRECTOR

FLSA STATUS:

EXEMPT EXECUTIVE

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform highly responsible recovery and public administration work directing operations of the Recovery Courts Departments to include Drug court, DUI court, Mental Health court, Veterans Treatment court, and TN Recovery Oriented Compliance Strategy. Duties and Responsibilities include planning, coordinating, implementing, and managing activities between the Recovery Courts and participants in the Recovery Courts Program. Additional responsibilities include supervising assigned employees, directing departmental work activities, developing policies and procedures, training employees, attending court hearings, preparing and maintaining monthly reports, various associated education and counseling programs, budget preparation, and fiscal responsibility for program expenditures and revenues. Establishing and maintaining positive relationships with judges, law enforcement agencies and judicial officials, and assisting with grant applications and responses to Requests for proposals. Attending conferences, writing grants, preparing recommendations and referrals, serving on various boards, providing information and assistance, and performing other tasks as assigned. Reports to Rutherford County Mayor.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Oversees activities of department personnel through direct or delegated supervision of various programs; reviews, develops, and implements policies and procedures, as necessary, to improve department efficiency and ensuring that established policies, procedures and programs are planned and implemented in accordance with needs of the community relative to budgetary limitations, and according to directives of the District and Criminal Court Judges and state authorities.

Supervises, directs, and evaluates assigned staff ensuring adherence to established laws, regulations, policies and procedures; processes employee concerns and problems, directs work, counsels, appraises, and disciplines; recruits, interviews, hires, trains, schedules, grants leave, and submits records and reports as required for all employees in the Recovery Courts Department, and makes decisions concerning hiring or termination of employment.

Plans, organizes, and directs operations and activities of the Recovery Courts Department; establishes various goals and objectives for the departments. Enforces rules, regulations, policies, and procedures; maintains a secure and peaceful environment in the building.

Prepares and submits annual budget proposals; administers budget, ensuring proper general ledger monitoring, and processing of accounts payable and receivable; reviews all contracts entered into by the department pertaining to community-based correction issues, and advises county officials based on correction and public administration expertise.

Ensures compliance with all applicable laws, ordinances, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Communicates effectively with the Mayor's Office, employees, other departments, county officials, law enforcement personnel, judges, court officials, family members, lawyers, therapists, the public, outside agencies, and other individuals as needed regarding the participants' activities or to coordinate work activities, review status of work, exchange information, or resolve problems.

Works in cooperation with judges and advisory groups in planning the progressive development of the department, including new or expanded services; oversees and participates in development and execution of strategies and programs to establish and maintain positive image and relations between department programs and the community.

Serves as liaison between County and local, state or federal agencies or programs involved with issues pertaining to recovery courts; confers with program or agency officials, attends meetings and provides input based on correction and public administration expertise, reviews literature and other information, and applies acquired knowledge and information to needs of department programs or projects.

Attends seminars, conferences, workshops, classes and lectures, as appropriate, to enhance and maintain knowledge of trends and developments in the field of Recovery Courts; reviews professional journals and legislation, attends association and professional meetings, and otherwise maintains contacts with professionals to facilitate exchange of information.

Consults with clinical supervisor, case managers, counselors, therapists, and peer support personnel on intake of participants and casework/therapeutic techniques.

Plans, develops, coordinates, implements, and evaluates a variety of Adult Recovery Courts programs for individuals assigned to such programs by the courts, ensuring adherence to applicable federal, state and local laws and regulations, and establishing policies, procedures and standards.

Conducts initial assessments to determine eligibility of candidates using the Addiction Severity Index (ASI); utilizes the Client Evaluation of Self at Intake (CESI) to measure progress of participants; performs six-month reviews with all participants to monitor progress in abiding by rules of probation and court orders; provides guidance and counseling; performs crisis intervention as necessary.

Oversees the facilitation of classes commonly recommended for Recovery Court participants including (but not limited to) Anger Management, Alcohol and Drug Abuse Relapse Prevention, Cognitive Behavioral Therapy, Gender Therapy (Emotions), Trauma/Seek Safety, Co-Occurring Treatment, Support Groups, Mental Health Illness Groups, Prime Solutions, Acudetox, Family Group, Parenting/Life Skills, DUI education/Prime for Life, Moral Reconation Therapy (MRT), Criminal and Addictive Thinking, and Domestic Violence. Also, oversees the facilitation of risk/need and substance abuse assessments commonly recommended for misdemeanor offenders including (but not limited to) Ohio Risk Assessment (ORAS), CEST, RANT, Mini Mental Health screens, and Addiction Severity Index (ASI).

Researches, coordinates, and prepares grant proposals, or delegates responsibility for same, to obtain available government funding for various programs and projects administered by or through the division; administers grant appropriations, maintaining records and an accounting and auditing system, preparing reports for submission as required by funding authorities; maintains files of grant sources and supporting data.

Ensures the proper maintenance and update of all participants' files and audits them to ensure compliance with existing regulations and standards.

Assists staff with office and/or home visits when necessary to insure their safety and/or review their performance.

Participates in community outreach activities with outside employers, employment agencies, service companies, and housing agencies to aid in finding work, living, and transportation accommodations for participants in the Recovery Court Programs.

Provides support and crisis intervention as needed, 24 hours a day, 7 days a week.

Maintains a comprehensive, current knowledge of laws/regulations pertaining to criminal behavior and addiction; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends conferences, workshops and training sessions as appropriate.

Rutherford County, Tennessee • Recovery Courts Director

Interacts with family members of Recovery Court participants to obtain information, explain legal actions, status of program progression, sanctions, treatment recommendations, inpatient hospitalization, outside referrals to treatment facilities, etc.

Attends court hearings to provide testimony regarding participants and offenders, make recommendations regarding the level of supervision, changes in status, revocation, etc. of misdemeanor offenders and partisans in their caseload, prepares and executes referrals to other community agencies for services needed by participants, acquire additional offenders as assigned by the Judge, etc.

Conducts random drug screen when necessary.

Oversees the scheduling of clients for DUI schools and maintains all required documentation in accordance with state regulations.

Consults with the judges on a wide range of micro organizational and managerial issues such as enhancement of overall Recovery Courts efficiency and internal/external quality assurance.

Receives payments for court costs, fines, and program fees when necessary, and insures that the funds are properly deposited and accounted for.

Prepares, transcribes, or completes various forms, reports, correspondence, logs, grant proposals, or other documents. Receives various forms, reports, correspondence, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Works with the Finance Department for payment to be made through purchase orders or other required means.

Performs mathematical computations including addition, subtraction, multiplication, and division and utilize current database, spreadsheet, and word processing software applications.

Completes work at assigned workstation that is determined by the Mayor.

Must work hours as scheduled.

ADDITIONAL FUNCTIONS

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

Follows safety procedures, utilizes safety equipment, and monitors work environment to ensure safety of employees, clients, visitors, and other individuals.

Performs requested administrative duties of answering telephone calls, provides information and assistance, records/relays messages or directs calls to appropriate personnel, returns calls as necessary; making copies, sending/receiving faxes, filing documentation, processing incoming/outgoing mail, and other tasks as needed.

Conducts assigned errands, such as, transporting legal/court documentation, transporting bank transactions, or other errands.

Provides assistance to other employees or departments as needed.

Oversees the County's Veterans Service Officer, Reentry Program Director, and Recovery Court housing.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Master's degree in Social Work, Counseling, or closely related field; a minimum of five (5) years previous experience and/or training involving probation, addiction and criminal behavior, including three (3) years previous experience working in a management capacity; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a thorough knowledge of Tennessee Code Annotated (TCA) and criminal state statutes governing probation, social service agencies, court procedures and treatment facilities in the area: strong organizational, interpersonal, and decision-making skills, or any equivalent combination of education, training, and experience which provides the requested knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee Class D Driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

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; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions.

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 evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE/PHYSICAL DEMANDS ANALYSIS

Physical Ability: Tasks require the regular and sustained performance of moderately physically demanding work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and that generally involves lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (20-50 pounds); may occasionally involve heavier objects and materials (up to 165 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and 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 bright/dim light, violence, disease, O.C. Spray or other substances.

PHYSICAL DEMANDS ANALYSIS

1. STANDING AND WALKING

Tasks: escorting participants, monitoring participants, maintaining safety/security of facility, leading groups, walking to and from judicial building

Surface: concrete, pavement, carpet, etc.

Estimated Total Hours: 2-3 **Maximum Continuous Time:** 6

2. SITTING

Tasks: Counseling, paperwork, computer, planning, data entry, medical files

Estimated Total Hours: 6.5 **Maximum Continuous Time:** 4

3. LIFTING/CARRYING

Objects: laptop, participants, chairs, tables, shackles, cleaning, laundry, lunch trays, books, property boxes, supplies

Weight	Hourly	Daily	Weekly	Monthly	Never
<10 lbs.		X			
11-25 lbs.				X	
26-50 lbs.				X	
51-75 lbs.					X
76-100 lbs.					X
>100 lbs.					X

4. PUSHING/PULLING

Objects: doors, desk drawers, filing cabinets drawers, dolly

Height of hands above floor during push: waist high, above head, knee

5. CLIMBING

Tasks: stairs, searches

Device: stairs, vehicles

Height: 6 flights

Frequency: daily

6. BENDING/SQUATTING/KNEELING

Tasks: filing and inventory

Frequency: weekly

7. REACHING

Hands Used: RIGHT LEFT BOTH X

Distance	Direction	Frequency	Duration	Avg. Weight
0-20"	All	Daily	< 10 minutes	Less than 5 lbs.
21-36"	All	Rarely	< 10 minutes	Less than 5 lbs.

8. WORK CONDITIONS

Exposure to	Yes	No
Hot Temperatures	X	
Cold Temperatures	X	
Sudden Changes in Temperature	X	
Noise	X	
Fumes	X	
Cramped Quarters	X	
Cold Surfaces	X	
Hot Surfaces	X	

Sharp Edges		X
Vibration		X
Fluorescent Lighting	X	
Computer Monitor Screen Glare	X	

Inside Building	95 % of time
Outside	5 % of time

9. OTHER JOB DEMANDS

Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

10. LIST TOOLS, EQUIPMENT AND MATERIALS USED

Includes but is not limited to computer, phone, fax machine, copy machine, scanner, stapler, staple remover, pen, etc.

11. HAND USE

Type of Use	Yes	No	Frequency
Keystrokes	X		Computer- very often
Grasp	X		Pen- very often
Fine Motor i.e.: writing, twisting hands or wrist, etc.	X		often

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Rutherford County, Tennessee, 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. Signatures below indicate the receipt and review of this classification description by the employee assigned to the position and the immediate supervisor.

Employee's Full Legal Name (printed)

Employee's Signature

Date