

RUTHERFORD COUNTY, TENNESSEE CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:	RECOVERY COURT COUNSELOR
FLSA STATUS:	NON-EXEMPT PROFESSIONAL
SAFETY SENSITIVE:	SUBJECT TO RANDOM DRUG AND BREATH ALCHOL TESTING

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide individual counseling to participants in the Rutherford County Recovery Court Program. Duties and responsibilities may include alcohol and drug assessments, individual and family counseling, making referrals, performing follow-up, facilitating education, groups, providing individual treatment services. The position is also responsible for documentation, maintaining case records, and insuring treatment data is maintained in accordance with 42 CFR, Section 2, HIPAA confidentiality regulations, and NADCP best practices. Reports to the Recovery Court Clinical Supervisor.

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.

Provides treatment services as required by license guidelines and regulations; works with other providers in Rutherford County to ensure that clients receive all available services.

Collaborates with external care providers as well as representatives from county assistance programs to help schedule treatment sessions for those patients who need them.

Provides individual, family counseling, and facilitates groups as scheduled and within area of expertise and limits of licensures.

Evaluates open cases with the treatment team to provide appropriate level of care.

Completes required paperwork/documentation accurately and in a timely manner; submits paperwork to a variety of agencies, offices, or individuals.

Assists in prioritizing problems and needs of clients; discusses identified problems with clients and develops a mutually agreed upon treatment plan; establishes realistic goals and timeframes; explains programs/services to clients.

Completes supporting documentation for each contact with client and enters into appropriate databases.

Maintains confidentiality and a high level of ethical conduct regarding all client information; ensures that any release of information to other providers or agencies adheres to policies/procedures governing client confidentiality in accordance with HIPAA confidentiality regulations.

Prepares or completes various forms, reports, correspondence, encounter forms, case documentation, agency referrals, treatment plans, or other documents in accordance with 42 CFR, Section 2, and HIPAA confidentiality regulations.

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.

Communicates with Director and the clinical supervisor, community providers and agencies, participants, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Communicates with participants and authorized family members as well as supervisors, treatment team, medical providers, community agencies, and other individuals as needed to coordinate treatment modalities and assess ongoing progress.

Maintains a comprehensive, current knowledge 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.

Provides participants with assistance and support in crisis situations.

Creates individualized treatment plans to address participants' needs.

Communicates with the Director and the treatment team regarding recovery court participants progress in the program (e.g., attendance in treatment, drug test results and sanction/incentives that might be warranted) on a regular basis.

Makes professional evaluations, decisions, and recommendations for treatment planning and implementation.

Establishes and maintains effective working relationships with mentally or emotionally disabled clients and their families.

May be assigned or assist with any of the Recovery Court programs as required.

Conducts drug testing, as necessary, and advises the treatment team of the drug test results.

Completes work at assigned workstation as determined by supervisor.

Must work hours as scheduled.

May be required work additional hours, weekends, and holidays as requested or required to administer programs.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in Social Work, Psychology, or closely related field; Licensed LADAC, LCSW, or similar therapy licensure supplemented by one year previous experience involving drug and alcohol counseling with individuals; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Experience in the criminal justice field preferred. Five years success within personal recovery model preferred. Must possess and maintain a valid Tennessee driver's license and a state licensure in specific field.

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 inform and guide others by applying principles of professional counseling in addressing specific situations.

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 DEMANDS ANALYSIS

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

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 dust, odors, temperature extremes, traffic hazards, violence, disease, or pathogenic 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

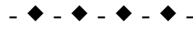
Does Job Require	Yes	No
Crawling		X
Jumping		X
Lying on Back		X
Lying on Stomach		X
Twisting	X	
Sweeping/Mopping	X	
General Cleaning	X	
Handling Trash	X	

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



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