

RUTHERFORD COUNTY, TENNESSEE

CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE:

DUI and DRUG COURT THERAPIST

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide individual, group and family counseling to participants in the DUI and Drug Court Program. Duties and responsibilities include interviewing and counseling clients, making referrals, performing follow-up, interacting with other community service agencies, preparing documentation, maintaining case records, and performing other duties as assigned. Reports to Drug Court Director.

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 specific program services as required by applicable guidelines and regulations; works with other providers in the department to ensure that clients receive all available services.

Assesses client's presenting problems and formulates diagnosis; develops, implements, and modifies, as necessary, client treatment plans.

Maintains an active caseload, providing individual, group, and family therapies as needed and within area of expertise and limits of credentials.

Evaluates open cases with the treatment team to provide proper crisis management.

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.

Prioritizes client's recovery needs by offering family counseling and family group therapy.

Completes supporting documentation each client's case and places in Drug Court records.

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.

Prepares or completes various forms, reports, correspondence, encounter forms, case documentation, agency referrals, treatment plans, or other documents.

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; performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, ink, or toner.

Communicates with supervisor, employees, departments, public, medical providers, community 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.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Master's degree in Social Work, Counseling, or closely related field; supplemented by one to two (1-2) year previous experience and/or training involving therapy to individuals, groups and families; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess and maintain a valid Tennessee driver's license and be eligible for state licensure in counseling.

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. SITTING

Tasks: Counseling, paperwork/computer, planning tx, etc

Estimated Total Hours: 7.5 **Maximum Continuous Time:** 1-2

2. 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	

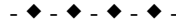
Inside Building	<u>99</u> % of time
Outside	<u>1</u> % of time

3. 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

4. HAND USE

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



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 Signature

Supervisor's Signature

Date

Date