HILLSBOROUGH COUNTY SHERIFF'S OFFICE
CHAD CHRONISTER, SHERIFF

Senior Treatment Counselor

Job Code: W3594
Pay Grade: WR
Pay Scale: $36.22-$55.82 Hourly; $75,337.60-$116,105.60 Annually
Exempt: No

OVERVIEW

Perform supervisory duties pertinent to the intake, counseling, treatment, and case management of inmates, which include the clinical review and supervision of client files, within the jail facilities. Inmate rehabilitation is provided primarily through substance abuse treatment programs with other supplemental life skills classes. Manages and facilitates adult inmate counseling and education within group and individual settings.

DUTIES & RESPONSIBILITIES

Duties may vary based on assignment.

- Supervise the work of assigned staff by scheduling, assigning, and reviewing work and providing training, counseling, and evaluating performance.
- Identify and procure resources needed by treatment counselors to perform their duties.
- Interview adult inmates via psychosocial assessment, interpret the results, and create a tailored treatment plan with inmate.
- Counsel inmates regarding program requirements and behavioral expectations through the initial inmate orientation and continuous reminders (e.g., one-on-one sessions, group sessions).
- Facilitate daily psychoeducational groups and individual counseling for topics that provide skills towards rehabilitating inmates such as substance abuse, domestic violence, parenting, life skills.
- Prepare and update case files (e.g., week-ending notes) and progress reports; complete and submit other necessary forms and reports; and follow close out procedures when inmates end the program.
- Review and maintain accountability of the maintenance of client history files.
- Communicate with various agency representatives (e.g., Court System, Department of Corrections, Department of Children and Families) to facilitate the coordination of services and gathering information.
- Create a tailored aftercare plan with inmates which includes making referrals for community resources to assure a smooth transition upon release.
- Lead staff meetings.
- Assist in the enhancement and development of public and private community linkages that will facilitate a smooth transition for inmates released back into the community.
- Prepare statistical and narrative reports documenting program activities, progress toward meeting stated goals and objectives, future program strategies, and outcomes.
- Participate in various in-service training programs and other trainings in the community.
- Perform other related duties as required.

KNOWLEDGE & ABILITIES

- Considerable knowledge of management and supervisory practices.

- Considerable knowledge of individual and group counseling methods and techniques.
- Considerable knowledge of federal, state, and local regulations concerning treatment and educational programs.
- Considerable knowledge of physiological, psychological, and sociological aspects of alcohol and other drug abuse and dependency.
- Considerable knowledge of needs, problems, attitudes, and behavior patterns of substance abuse clients.
- Considerable knowledge of human behavior, social problems, and community resources.
- Considerable knowledge of professional ethics related to the counseling profession.
- Ability to solve problems.
- Ability to plan, organize, and supervise the work of others.
- Ability to communicate effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with others.
- Ability to use a computer and related software.
- Ability to identify and determine individual treatment needs.
- Ability to maintain confidentiality.
- Ability to clinically review and supervise the maintenance of client files.
- Ability to administer and interpret test results.
- Ability to interpret laws, regulations, and policies.
- Ability to work in a jail environment of inmates without reacting in a negative manner and project a professional image at all times.

SKILLS

- Case Management
- Motivational Interviewing
- Substance Abuse Treatment
- Supervisory Management
- Team Supervision

WORKING CONDITIONS

- Work in an office environment in a detention facility, with direct interaction with inmates. Work in and around a detention or correctional environment, with occasional contact with inmates.
- May have occasional exposure to explicit or disturbing behavior.
- Stand/sit at a keyboard or workstation for prolonged periods.
- May engage in light physical exertion (e.g., lifting, carrying, pushing and/or pulling of objects and materials up to 10 pounds).
- Work standard business hours.
- May work non-standard hours including nights, weekends, and holidays.
- In the event of an emergency or disaster, may be required to respond promptly to duties and responsibilities as assigned by management chain, Division/District Commander, or the Sheriff (or their designee). Such assignments may be for before, during or after the emergency/disaster.

MINIMUM EDUCATION & EXPERIENCE

- A bachelor’s degree from an accredited institution of higher education with preferred major in counseling, social work, psychology, or related human services field.
- Eight years of professional level experience in substance abuse counseling; mental or behavioral health counseling, or clinical social work with an adult population, six of which must have been in a supervisory capacity.
- Possession of a license/certification as a Certified Addictions Professional or related human services license/certification.

OR

- A master's degree or higher from an accredited institution of higher education with preferred major in counseling, social work, psychology, or related human services field.

- Seven years of professional level experience in substance abuse counseling; mental or behavioral health counseling, or clinical social work with an adult population, five of which must have been in a supervisory capacity.
- Possession of a license/certification as a Certified Addictions Professional, Licensed Mental Health Counselor, Clinical Social Worker, Marriage Family Therapist, or related human services license/certification.

REQUIRED PRE-EMPLOYMENT TESTING

- Completion of pre-employment testing.

ADDITIONAL JOB REQUIREMENTS

- Attendance at the specified Sheriff's Office work location is required.
- Depending on assignment, employees may be required to possess a valid Florida Driver License at time of employment. Driving history will be thoroughly reviewed and may be grounds for disqualification.
- No visible tattoos on face, head, and neck. Tattoos determined to take away from the professional appearance of the Sheriff’s Office must be covered with an appropriate white, black, or neutral covering.
- No illegal drug sale within lifetime.
- No illegal drug use within the past 36 months. No marijuana use within the last 12 months.
- No felony convictions within lifetime.
- No misdemeanor convictions involving perjury, false statement, or domestic violence within lifetime.
- No dishonorable discharge from any branch of the United States Armed Forces, the United States Coast Guard, National Guard, or Reserve Forces.
- Successful completion of a background investigation including criminal, reference, employment, and neighborhood checks; polygraph; medical evaluation; and drug screening.
- Live within Hillsborough County or within Citrus, Hardee, Hernando, Lake, Manatee, Pasco, Pinellas, Polk, Sarasota, or Sumter County as long as the residence is located within the 60-mile parameter of Falkenburg Road Jail at the time of appointment/employment (certified only).

The duties and responsibilities on this job description represent the essential functions that an employee must be able to satisfactorily perform with or without reasonable accommodations. Reasonable accommodations shall be made upon request to enable employees with disabilities to perform the essential functions of their job, absent undue agency hardship. The Sheriff’s Office retains the right to change or assign other duties to this job as necessary.