



**TENTH JUDICIAL CIRCUIT
POLK, HIGHLANDS AND HARDEE COUNTIES
JOB ANNOUNCEMENT**

OFFICIAL JOB TITLE: Drug Court DUI Counselor/Therapist
SALARY: \$46,000.00/Annually
WORK SCHEDULE: Monday through Friday
CLOSING DATE: Open until Filled
JOB LOCATION: Polk County Courthouse

MAJOR FUNCTION:

Provides direct and indirect services to participants experiencing substance use disorders as well as related issues. Works under the supervision of the Clinical Coordinator for the Problem Solving Courts Director.

NOTE: The following duties are illustrative and not exhaustive. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

ILLUSTRATIVE DUTIES:

- Completes screening, intake evaluations, and assessments on all prospective offenders for Drug Court Treatment.
- Formulates treatment plans, evaluates progress through the phases of the Drug Court Treatment Program.
- Provides individual and group counseling as well as case management services to individuals enrolled in the Drug Court Treatment Program.
- Provides outpatient counseling.
- Provides appropriate liaison and referral to various social and governmental agencies.
- Maintains clinical records and documentation on all participants as per 65D-30, F.A.C.
- Monitors Drug Court client fees and ensures prompt payment.
- Performs urinalysis testing as needed.
- Attends status hearings as set by Drug Court judge.
- Assists the Clinical Coordinator as directed.

KNOWLEDGE, ABILITY AND SKILLS:

Knowledge of basic counseling techniques and how they apply to the addictions field. Thorough understanding of drug abuse issues and recent research regarding effective counseling interventions. Ability to work with adult or juvenile populations. Knowledge and experience in the following areas: assessment, case management, intake, prevention, pharmacology, human behavior and applicable laws, rules and regulations. Ability to evaluate psychological, social and physiological signs and symptoms of alcohol and drug use or abuse.

Ability to reason logically and analytically. Ability to work effectively with others as well as work independently, without close supervision. Basic computer skills.

REQUIRED QUALIFICATIONS:

- Bachelor's degree from an accredited university or college in counseling, social work, psychology, nursing, rehabilitation, special education, ministry, criminal justice, health education and/or related human services;
- "Certification as an Addictions Professional" and minimum of two (2) years' experience is preferred; experience in the counseling/addictions field preferred. If not certified, employment will be contingent on meeting certain certification requirements with a reasonable time frame.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Interested applicants must complete a Polk County Job application form and submit it no later than the closing date indicated above to:

Stephanie Sullivan
Human Resources Manager
Post Office Box 9000, Drawer J102
Bartow, FL 33831-9000
Telephone: (863) 534-4035
Fax: (863) 534-4699
TDD: (863) 534-7777

If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.