

Sevier County Job Description



Title: Corrections Substance Abuse Manager	Department: County Sheriff
Grade: 19	FLSA Status: Non-Exempt
Job Code: 236	Effective Date: 01/12 (Last Revised 06/19)

GENERAL PURPOSE

Performs a variety of **Correctional Officer duties and professional counseling** to jail inmates. Keeping county jail inmates secure. Providing planning, organizing, and managing substance abuse programming and other programming in the jail.

SUPERVISION RECEIVED

Works under the general supervision of Jail Sergeant.

SUPERVISION EXERCISED

Provides close to general supervision to Substance Abuse Deputy Sheriff and possible other staff assigned by the Sheriff

ESSENTIAL FUNCTIONS

Corrections:

- Attends POST training sessions receiving instructions in related responsibilities, liabilities and physical environment associated with correctional officer functions;
- Assists with processing inmate requests and grievances;
- Supervises inmates in county jail in accordance with established policies, regulations and procedures while assuming responsibility for all needs (physical, medical, etc.) of the prisoner during correction;
- Supervises various facility functions including booking, housing, building maintenance, kitchen operations and laundry operations;
- Screens, inspects and distributes mail;
- Acts as liaison between courts and inmates and inmate families;
- Responds to questions and issues pertaining to court processes;
- Supervise deputies working in substance abuse and programming.

Substance Abuse:

- Attends training sessions on substance abuse counseling and related responsibilities associated with jail programming;
- Administers substance abuse subtle screening inventory (SASSI) test and addiction severity index (ASI) test;
- Set inmate goals to help with planning and maintaining sobriety;
- Conduct counseling, classes and programming for inmates;
- Administer inmate detox in the jail;
- Implements operational policies and procedures consistent with governing regulations and statutes;
- Sets program and performance standards;
- Evaluates employee performance and makes recommendations affecting employment status and job retention;
- Proposes program budget, reviews expenditures and prepares periodic reports documenting fiscal activity and account balances;
- Serves as liaison to various local and state organizations providing complementary services and special programs to selected target substance abuse populations;
- Participates in public forums and makes public addresses;
- Sits on various committees, task forces, focus groups or teams;
- Represents the program to outside entities including the courts and public safety entities;
- Supervise and reviews general case monitoring and management;
- Receives referrals, recommends treatment, and interventions, etc.;
- Attends hearings and offers testimony as a subject matter expert;
- Performs periodic data audits and case audits and related quality control activities;
- Coordinates or participates in the generation of various program reports as required by department head, state or federal agencies.

MINIMUM QUALIFICATIONS

1. **Education and Experience:**

Graduation from high school or equivalent and POST Peace Officer Certified, plus must be Utah Licensed Substance Abuse Disorder Counselor (SUDC), and five (5) years of progressively responsible experience performing above and related duties, with a preference of three (3) years being performed with Sevier County.

* An equivalent combination of education and experience may be considered.

2. Required Knowledge, Skills, and Abilities:**Thorough knowledge of**

- Techniques in human behavior and dynamics of substance abuse;
- Court system and procedures;
- Regulations and laws pertaining to substance abuse;
- Public relations and interpersonal communications skills;
- General methods of conflict resolution and stress management;
- Legal terminology and various legal documents with specific processing requirements.

Advanced knowledge of

- Local, state and federal laws such as traffic code, juvenile code, civil procedures and criminal code;
- Guidelines related to use of force, including deadly force;
- Standardized Field Sobriety test procedures and drug identification;
- Specialized law enforcement equipment such as radar and intoxilyzer;
- First-aid administration;
- Techniques and procedures of modern police work and investigation;
- Arrest, search and seizure laws and booking process and procedures;
- Bookkeeping and budgetary procedures and fiscal management;
- English, grammar and technical writing skills.

Considerable knowledge of

- Theories, principles, and concepts of social casework related to children, youth, and adults;
- Department policies, procedures, rules and regulations;
- Current trends, challenges, and practices in law enforcement including Crime Management System;
- Incident Command System;
- Supervisory practices, including methods of employee feedback, motivation, disciplinary matrix and progressive discipline.

Considerable skill in

- The art of diplomacy and cooperative problem solving;
- Dealing with hostile clients, crisis intervention and de-escalation;
- Establishing and maintaining effective working relationships with State and other local officials;
- Case planning and the handling of problems cases;
- Writing techniques and writing and editing reports;
- Interpreting rules, regulations, laws and procedures;
- Interviewing methods;
- The operation of motor vehicles at high speed and in dangerous situations;
- Skill in the use of firearms;
- Communication equipment, laptop computer, ballistic vest, non-lethal weapons, etc.

Ability to

- Perform under emotionally stressful situations;
- Instruct and teach social casework techniques;
- Supervise professional casework staff;
- Communicate verbally and in writing;
- Interpret and apply the criminal code;
- Enforce laws and ordinances with tact and impartiality;
- Follow standard safety practices and procedures common to law enforcement work;
- Make effective public presentations to diverse groups;
- Establish and maintain effective working relationships with fellow employees, other agencies, supervisors, and the public.

3. Special Qualifications:

- Must be a Utah Licensed Substance Abuse Disorder Counselor (SUDC).
- Must possess a valid Utah State Driver's License.
- Must be P.O.S.T. certified as a Law Enforcement Officer and/or Corrections Officer certified.
- Must complete 40 hours of job-specific training per year to maintain certification.
- Must possess a CPR and First Aid Certification.
- Must perform and pass physical fitness testing.
- Must be subject to contact 24 hours a day, 7 days a week.
- Resident of Sevier County.

4. **Work Environment:**

- Functions of the position generally performed in a controlled environment;
- Daily travel;
- Many functions of the work pose high degree of hazard uncertainty and unpredictable situations;
- Physical readiness and conditioning may be a condition of job retention;
- Various levels of mental application required, i.e.;
- Memory for details, emotional stability, discriminating thinking, creative problem solving;
- Continuous use of motor skills;
- Periodic exposure to the presence of blood borne or airborne pathogens.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)

I have reviewed this job description with the employee: _____ Date: _____
(Supervisor Signature)