



## Job Description

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<b>TITLE:</b> Transitional Services Supervisor	<b>JOB CODE:</b> 2651
<b>DEPARTMENT:</b> Alternative Sentencing Division	<b>FLSA:</b> Exempt
<b>PREPARED:</b> April 7, 2019	<b>FLSA CLASS:</b> Supervisor
<b>UPDATED:</b> April 12, 2022	<b>WORK LOCATION:</b> Farmington, NM
	<b>REMOTE WORK ELIGIBLE:</b> YES

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**Summary:** Under general supervision of the Deputy Director, provides and oversees evidence-based screening, assessments, individual and group therapy to clients and concerned significant others of clients in jail-base substance abuse treatment. Develops, implements, assesses and evaluates diagnostic & behavioral health therapeutic programs being provided to clients and families. Incorporates and carries out already developed evidence-based programming in a continuum of care individuals in recovery.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Skilled in working with court ordered substance abusing offenders and assessing needs for interventions, as well as interpreting and actively supporting progress towards goals.
- Work directly with clients and families and support systems to enhance increased rates of success.
- Utilize appropriate integrative and selective practices as a best fit for clients.
- Collaborate with community providers and agencies to increase client success during transitional phases.
- Oversee daily programming needs, with oversight from Clinical Director.
- Provide monitoring and oversight to Transitional Team Peer Mentors.
- Supervise assigned staff; prioritize and assign tasks and caseloads; counsel, coach, train and instruct employees as required.
- Supervise staff on a daily basis to ensure compliance with County, departmental and facility policies, procedures and standards
- Coordinate activities of staff in providing services to clients and agencies with identified needs; coordinate with providers in conducting assessments; coordinate with other agencies as appropriate
- Review case records and assists staff in diagnosing problems and developing solutions.
- Counsel clients in emergency situations.
- Supervise staff in conferring with offenders, legal representatives, families, and other concerned persons, organizations; reviews documents pertaining to history of the offenders to conduct investigations and to formulate rehabilitation plans; assists with caseloads as necessary.
- Coordinate and assign staff to provide monitoring services and to assists clients with problems of a crisis or emergency nature.
- Utilize the department computer to prepare internal and external reports in a timely manner.
- Compile reports and stats for quarterly reporting.
- Assist offenders and staff with arranging custodial care; refer offenders to social resources of community to aid in rehabilitation.
- Inform offender of legal requirements related to the conditional release, including visits to office, restitution payments and related activities.
- Secure remedial action by court if necessary.
- Perform other duties as assigned

**Required Knowledge, Skills and Abilities:**

- Ability to read, analyze, and interpret the most complex documents.
- Ability to respond effectively to the most sensitive inquiries or complaints.

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- Ability to make effective presentations on controversial or complex topics to management, public groups, and/or boards of directors.
- Ability to collaborate and respect integrity of program.
- Ability to include best practice treatment modalities in substance abuse treatment, including family systems approaches and developmentally appropriate modalities.
- Knowledge of judicial system.
- Knowledge of the principles and procedures of in-patient treatment programs
- Knowledge of laws and regulations relating to offenses
- Knowledge of County policies and procedures.
- Skill in reading and interpreting documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Skill in maintaining records and preparing reports and correspondence
- Skill in solving practical problems and in dealing with stressful situations
- Skill in interpreting a variety of instructions furnished in written, oral, diagram, or schedule form
- Skill in following and effectively communicating verbal and written instructions
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software

#### **Education and Experience:**

- Bachelor's degree in human services field, counseling, substance abuse, or related field; Professional background with administration and managerial responsibilities may be considered to meet degree requirements; or equivalent combination of education and work experience sufficient to perform the duties of the position. Master's degree preferred.
- Licensed Alcohol Drug Abuse Counselor or Licensed Substance Abuse Counselor preferred
- Valid State of New Mexico Driver's License or able to obtain within six (6) months of employment.

#### **Environmental Factors and Conditions/Physical Requirements:**

- Work is performed in an office and correctional facility setting.
- Requires working in a detention/treatment environment; frequently exposed to outside weather conditions. The noise level in the work environment is usually moderate.
- May be subject to extended periods of intense concentration in the review of documents and reports.
- Full-time work hours for this position consist of being on-call and flexible hours to include nights, weekends, and overtime as a requirement for the operations of this facility.
- Potential risk from offender/criminal actions.
- May require physical demands to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; lift up to 10 pounds; and talk or hear.
- Vision requirement: peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point).
- Noise level is typical of a business office with computers and printers, light traffic.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

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**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment as well as any and all clinical tools specific to therapeutic/treatment needs.

**Approvals:**

**Employee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_ **Date:** \_\_\_\_\_