



## Job Description

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<b>TITLE:</b>	<b>Educational Services Coordinator</b>	<b>JOB CODE:</b>	3840
<b>DEPARTMENT:</b>	DWI	<b>FLSA:</b>	Non-Exempt
<b>PREPARED:</b>	November 2005	<b>UPDATED:</b>	08/31/2020

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**Summary:** Under general supervision, develops and conducts training programs for participants in the DWI 28-day training program; evaluates its effectiveness and efficiency; prepares quarterly reports dealing with the extent to which goals are being met; assists in developing topics, securing resources and making presentations.

**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.*

- Performs intake services for each 28-day training program; reviews intake forms with clients; distributes and reviews Detention Rules and Inmate Rules and Regulations with clients; collects signed forms relating to confidentiality, counseling and criminal justice referral; performs the drinker's check up using tools in the computer lab.
- Manages the 28-day treatment/education calendar; assists, maintains and develops topics; secures resources; makes presentations; updates the curriculum as needed.
- Monitors and evaluates the effectiveness and efficiency of the classroom through the client Participant Weekly Report and the facilitator feedback Daily Progress Report; organizes, monitors and maintains the work of outside providers.
- Plans times for special sessions as necessary; teaches classes as necessary; helps clients with assignments; makes sure clients work on journals, Big Book Study and GED assignments; answers questions and provides support and encouragement.
- Ensures forms and materials are available for both counselors and clients.
- Conducts the Community Reinforcement and Family Training (CRAFT) program twice weekly; creates and maintains course materials; prepares classroom; briefs participants; provides forms and quality assurance survey; completes family participant sheets and distributes to each client's counselor.
- Reviews requests for waivers from CRAFT; approves or denies; contacts applicant to explain the reasons for the decision and procedures for enrollment.
- Performs intake for SOCRATES; opens each client's file; completes their information; adds discharge totals; prints the Personal Drinking Questionnaire Evaluation Worksheet; staples to the SOCRATES and Scoring Form and files for the quarterly report.
- Identifies and implements improvements in workflow procedures; develops and revises forms to eliminate redundancies.
- Updates and maintains the Intake booklet for the courts.
- Coordinates work with counselors and with outside agencies; observes clients in counseling and reinforces their success stories.
- Performs other related duties as assigned.

## Job Description

Educational Services Coordinator

### Required Knowledge and Skills:

- Knowledge of training and instructional principles, practices and techniques.
- Knowledge of the principles and practices related to adult behavior and learning.
- Knowledge of the laws and regulations relating to program services.
- Knowledge of County policies and procedures.
- Skill in public speaking, teaching and curriculum development.
- Skill in prioritizing and planning work activities to use time and resources effectively.
- 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 planning and implementing programs and procedures.
- Skill in establishing and maintaining effective working relationships with inmates, County staff and the public.
- Skill in the use of a personal computer and standard business software including MS Office.

### Education and Experience

- Bachelor's Degree in counseling or an education related field and four (4) years of training and counseling experience.
- 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 environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.
- 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.

### Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

### Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____