



Job Description

TITLE: Transitional Coordinator	JOB CODE: 3845
DEPARTMENT: Alternative Sentencing Division	FLSA: Non-Exempt
PREPARED: September 13, 2006	UPDATED: August 31, 2020

Summary: Under general supervision of the Clinical Director, provides and oversees evidence based screening, assessments, individual and group therapy to clients and concerned significant others of clients in jail-based 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 for 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.
- Works directly with clients and families and support systems to enhance increased rates of success.
- Utilizes appropriate integrative and selective practices as a best fit for clients.
- Collaborates with community providers and agencies to increase client success during transitional phases.
- Oversees daily programming needs with oversight from Clinical Director.
- Provides monitoring and oversight to Transitional Team Peer Mentors.
- Performs other related 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.
- 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.

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. Master's degree preferred.
- Licensure, or willingness to pursue license, as available, within field of study.
- Three (3) years relevant work experience in psychology, guidance & counseling, and/or social work; experience in addictions counseling preferred.
- Valid State of New Mexico Driver's License or able to obtain within six (6) months of employment.

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Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and correctional facility setting, off site in the community, and at collaborating community agencies.
- May be subject to extended periods of intense concentration in the review of documents and reports.
- On-call and flexible hours requirements.
- 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.

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:	_____