



DAWSON COUNTY GOVERNMENT  
25 Justice Way, Suite 2233  
Dawsonville, GA 30534  
(706) 344-3501

**TREATMENT COURT LEAD COUNSELOR**  
NORTHEASTERN JUDICIAL CIRCUIT/ DAWSON COUNTY  
Full-Time/Salary/Exempt

**JOB SUMMARY**

This position is responsible for providing substance abuse and mental health counseling and monitoring participants in the Treatment Court Program. This person will conduct individual counseling sessions and facilitate group counseling sessions utilizing evidence-based curriculum and following the treatment schedule set forth by the Treatment Court Coordinator. This person may work directly with mentally ill and/or developmentally disabled persons involved with the criminal justice system and can provide counseling/therapy to participants requiring complex intervention, including those who are homicidal, suicidal, or exhibit life-threatening behaviors. This person is responsible for the coordination and oversight of clinical staff and works to schedule group coverage, counselor assignments, and conducts monthly audits of clinical treatment files. This person maintains a caseload, gives treatment recommendations to the Treatment Court Team, requires the ability to conduct evening counseling groups, and attends weekly status review meetings and court sessions. The schedule is Monday, Tuesday, Wednesday, and Thursday from 11 a.m. – 8 p.m. and Friday from 8 a.m. – 5 p.m.

**ESSENTIAL DUTIES**

- Assists in the continuing development of the Dawson County Treatment Court Program and makes recommendations regarding adjustments to the treatment model
- Ensures the proper maintenance of all participant records including treatment planning, clinical documentation, case management, court preparation, and discharge planning
- Makes appropriate treatment recommendations based on a participant's individual needs while operating within the boundaries of the court system
- Assists in the collection of such data and research as needed to facilitate the most current and effective treatment possible utilizing available resources
- Provides support to the treatment staff
- Facilitates groups and provides individual counseling sessions for participants
- Attends weekly status review meetings and court sessions
- Shares on-call responsibilities and assignments
- Assists in curriculum development and implementation
- Conducts daily counselor debriefing before and after group sessions
- Keeps Coordinator updated with program issues regardless of business hours
- Maintains a caseload that includes all duties of a counselor
- Conducts monthly audits of treatment files and meets with clinical staff to review findings and develop actions plans, as needed

- Maintains weekly curriculum/group schedule and counselor assignments
- Maintains accreditation/licensure or actively seeks same
- Closes and secures the Treatment Center following the end of evening group sessions
- Participates in weekly status review meetings and court sessions providing the team with updated information to allow effective court processing of participants
- Conducts clinical assessments and make placement recommendations for all program referrals
- Must maintain files relevant to case management and up-to-date participant records and referral lists and be able to utilize computer systems relevant to this process. Establishes and maintains a file plan that aids in efficient retrieval of office files. Researches data from files and other sources for routine inquiries or for the preparation of reports.
- No direct fiscal responsibilities unless specifically assigned by the Coordinator following approval from the Treatment Services Director.
- Responsible for the maintenance of participant records including:
  - Orientation
  - Assessments
  - Progress notes
  - Treatment planning
  - Discharge planning
  - Monitoring of participant compliance to program requirements
  - Crisis intervention and referral processes
- Other duties as required

## **KNOWLEDGE / SKILLS / ABILITY**

### **KNOWLEDGE OF:**

- Therapeutic techniques utilized in the treatment of addiction
- County organizational structure and basic Treatment Services operations

### **SKILL IN:**

- Developing and maintaining positive customer relations
- Operating a personal computer, various software applications, Internet, and multimedia programs

### **ABILITY TO:**

- To administer, score, and interpret assessment tools utilized in the Treatment Court
- Facilitate large or small therapy groups, provide educational lectures, and conduct individual therapy sessions with participants and/or family members
- Provide effective referrals/placements based on sound clinical judgment
- Display understanding of dual diagnosis and its effect on the treatment process for both staff and participants
- Conduct workshops to help staff and the Treatment Court team further understand the treatment and recovery processes.
- Communicate clearly and effectively, both orally and in writing.

## CONTACTS

Contacts are typically with co-workers, staffs of superior court and state court judges, district attorney, solicitor, pretrial services, probation services, treatment providers, county agencies, and the general public.

Contacts are typically to exchange information and provide services.

## ADA MINIMUM REQUIREMENTS

**Scope of Performance:** The purpose of the work is to help facilitate effective treatment to offenders that will lessen recidivism and promote social success. Successful implementation of the work results in the generation of less law enforcement contacts with program participants and less monetary costs to the judicial system.

**Physical Ability:** Must be physically able to operate a variety of machinery and equipment including standard office equipment such as a telephone, computer terminal and printer, facsimile, and copier. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to use body members to work, move, or carry objects or materials; must be able to lift light and heavy objects, up to 5 pounds regularly and exert up to 25 pounds of force occasionally. Physical demand requirements are at levels of those for sedentary work.

**Environmental Factors:** The work is typically performed in an office setting, though there will be time spent in court and possibly in the community.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

Employee must perform duties without extensive supervision.

## MINIMUM QUALIFICATIONS / CERTIFICATIONS

- Applicant must possess a bachelor's degree in psychology, counseling, social work, or an equivalent field with a minimum of two years of experience providing individual and/or group counseling for a caseload of clients with substance abuse issues.
- Master's Degree in psychology, counseling, social work, or an equivalent field preferred.
- Must be Licensed, Associate Licensed, or Certified Addictions Counselor.
- Experience in working with criminal justice population preferred.
- Applicant must be familiar with HIPAA and Federal Confidentiality Rule 42CFR regulations and be skilled in recordkeeping, including participant records and group progress notes.
- Applicant must possess a valid Georgia driver license and a satisfactory Motor Vehicle Record (MVR)
- Applicant must pass a background check and drug screening as required by Dawson County Government.

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_