



SPECIALTY COURTS SPECIALIST

Class Code:
N20165

Bargaining Unit: NON-UNION

CLARK COUNTY
Established Date: Jan 20, 2009
Revision Date: Jan 27, 2009

SALARY RANGE

\$27.74 - \$43.04 Hourly
\$2,219.20 - \$3,443.20 Biweekly
\$4,808.27 - \$7,460.27 Monthly
\$57,699.20 - \$89,523.20 Annually

JOB SUMMARY/CLASS CHARACTERISTICS:

JOB SUMMARY:

Provides clinical case management duties associated with specialty courts, conducts clinical mental health and substance abuse evaluations of prospective specialty court participants, and maintains and reports associated program data.

CLASS CHARACTERISTICS:

This position will provide clinical mental health and substance abuse evaluations on prospective specialty court participants for referring courts, clinical case management services for specialty court participants, and financial and statistical reporting to a variety of funding sources. This position does not provide clinical diagnoses of Specialty Court participants. This position is distinguished from Specialty Courts Manager in that the latter has overall responsibility for all specialty court programs in Clark County Courts. This position is also distinguished from Specialty Court Coordinator in that the latter requires a Bachelor's Degree, decreased licensure, and does not provide clinical mental health evaluations.

MINIMUM REQUIREMENTS:

Education and Experience: Master's Degree in Behavior Sciences or a related field AND two (2) years of full-time experience in the direct provision of substance abuse and/or mental health treatment services.

Working Conditions: Job duties will expose the incumbent to hostile and abusive individuals. May be required to attend meetings, presentations and events outside of normal working hours.

Licensing and Certification: Must possess a valid Nevada Class C Driver's License at time of appointment. Must possess a valid license or internship as LCADC, LCSW, LPC or MFT in the State of Nevada.

Background Investigation: Employment is contingent upon successful completion of a background investigation. Periodically after employment background investigations may be conducted.

Pre-Employment Drug Testing: Employment is contingent upon the results of a pre-

employment drug examination.

EXAMPLES OF DUTIES:

Provides day-to-day case management duties including mental health evaluations, substance abuse evaluations, referrals, treatment compliance monitoring, clinical consultations, reviewing program compliance, writing court reports, and managing defendant non-compliance. Provides supervision of LCADC, LCSW, LPC or MFT license interns in the accumulation of clinically supervised hours. Appears in court regularly, communicates with the District Attorney's Office, Public Defender's Office and members of the defense bar. Provides statistical reports to comply with grant requirements. Also responsible for DUI evaluations for the court. Gathers information from offenders on substance abuse history, criminal history, family history, occupational/employment status, educational history, medical history, mental health history, and related areas. Makes appropriate referrals for mental health services to community providers as needed. Administers substance abuse related and mental health screening instruments to offenders. Makes recommendations for treatment of offenders to the Court. Compiles information from interview and screening instruments into clear and concise reports for judicial system. Enters data on computer for purposes of creating reports and maintaining statistical database. Enters pertinent client/offender information into computer for communication to the court. Assists in developing and implementing program mission, goals, objectives and performance standards. Facilitates collaboration between courts, service providers, District Attorney, Public Defender and the Department of Family Services on matters relating to case management, process and procedures. Assists in developing written policy and procedures manuals for both adult and juvenile programs. Develops automated case management program with tracking and statistical analysis components required by federal grant mandates. Produces quarterly and annual statistical and financial reports based on performance objectives and grant requisites. Coordinates projects, events or time line management i.e. Board of County Commissioner Agendas, grant applications, etc. Schedules and prepares agendas and minutes for monthly drug court meetings. Audits billing records for accuracy and federal compliance. Maintains active profile with drug court vendors; troubleshooting and mediating client, court, and vendor disputes or problems. Reports directly to the Specialty Courts Manager. Responds to judicial requests for intervention in program matters. Attends Court proceedings, staffings, case management sessions, and group therapy sessions intermittently to promote quality service.

ADDITIONAL DUTIES:

Contributes to the efficiency and effectiveness of the court's services to its customers by offering suggestions and directing or participating as an active member of a work team. Uses standard office equipment, including a computer; drives a County or personal motor vehicle in the course of the work.

PHYSICAL DEMANDS:

Mobility to work in a typical office setting and use standard office equipment, strength to lift objects weighing up to 25 pounds, vision to read printed materials and a VDT screen, and hearing and speech to communicate in person and over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

KNOWLEDGE, SKILLS & ABILITIES:

Knowledge of:

Court procedures and practices; community resources; counseling and therapeutic principles; program development and management; standard budget practices; statistical gathering and analysis; conflict resolution; quality service; toxicology reports and

vernacular; signs and symptoms of substance abuse; family dynamics; record keeping principles and practices; techniques of developing effective written informational materials; techniques for dealing with the public, in person and over the telephone.

Skill in:

Organizing and prioritizing work; developing policies and procedures; conducting research; communicating effectively both orally and in writing; establishing and maintaining effective working relationships; anticipating future growth and needs; performing program analysis; facilitating and participating in teams; creative problem solving; program evaluation and management; basic computer operations.

SALARY SCHEDULE:

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