

**TENTH JUDICIAL CIRCUIT  
POLK, HIGHLANDS AND HARDEE COUNTIES  
JOB ANNOUNCEMENT**

**OFFICIAL JOB TITLE:** Drug Court Post Adjudication Misdemeanor  
Counselor/Therapist  
\$16.78 per hour  
\$34,902.40 annually

**CLOSING DATE:** Open until Filled

**WORK SCHEDULE:** Monday through Friday

**JOB LOCATION:** Polk County Courthouse

**WORKING JOB TITLE:** Counselor/Therapist

**MAJOR FUNCTION:**

Provides direct and indirect services to clients experiencing chemical abuse and dependency as well as related problems. Works under the supervision of the Clinical Coordinator.

**ILLUSTRATIVE DUTIES:**

NOTE: The following duties are illustrative and not exhaustive. 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.

- Completes screening, intake evaluations, and assessments on all prospective clients for Drug Court Treatment.
- Formulates treatment plans, evaluates progress through the phases of the Drug Court Treatment Program.
- Provides individual and group counseling as well as case management services to clients enrolled in the Drug Court Treatment Program.
- Provides appropriate liaison and referral to various social, governmental agencies, and collateral services.
- Maintains clinical records and documentation on all clients.
- Monitors Drug Court client fees/charges and ensures prompt payment.
- Collects urine specimens as needed.
- Appears in Court with clients and/or attends status hearings as needed.
- Performs other duties as required.

## **KNOWLEDGE, ABILITIES, AND SKILLS:**

Knowledge of basic counseling theories and techniques and how they apply to the addictions field. Thorough understanding of drug abuse issues and recent research regarding effective counseling interventions. Ability to work with adult or juvenile populations. Knowledge and experience in the following areas: assessment, case management, intake, prevention, pharmacology, human behavior and applicable laws, rules and regulations. Ability to evaluate psychological, social and physiological signs and symptoms of alcohol and drug use or abuse. Ability to reason logically and analytically. Ability to work effectively with others as well as work independently, without close supervision. Basic computer skills.

## **MINIMUM QUALIFICATIONS:**

Bachelors degree in related field required. CAP or License as a Social Worker (LMHC or LCSW) preferred. Experience in the counseling/addictions field preferred.

We are an equal opportunity employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.

Interested applicants must complete a State of Florida application form and submit it no later than the closing date indicated above to:

**Stephanie Sullivan**  
**Human Resources Manager**  
**Post Office Box 9000, Drawer J102**  
**Bartow, FL 33831-9000**  
**Telephone: (863) 534-4035**  
**Fax: (863) 534-4699**  
**TDD: (863) 534-7777**

**If you need an accommodation in order to participate in the application/selection process, please notify the hiring authority in advance.**