



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

OFFICIAL JOB TITLE: Problem Solving Court Post Adjudication Felony Counselor (Court Program Specialist III)- OPS Position *
SALARY: \$53,751.17/Annually
CLOSING DATE: Open until filled
WORK SCHEDULE: Monday through Friday
JOB LOCATION: Polk County Courthouse

*** not eligible for retirement or leave time accrual; health insurance is available**

GENERAL DESCRIPTION:

The Problem Solving Court (PSC) post adjudication felony counselor provides direct and indirect services to individuals experiencing chemical abuse and dependency as well as other ancillary issues. The person in this position works under the supervision of the PSC director and clinical coordinator.

EXAMPLES OF WORK PERFORMED:

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 screenings, intake evaluations, and assessments on all offenders who are selected for prospective enrollment into the PSC Treatment Program;
- Formulates treatment plans, evaluates progress through the phases of the PSC Treatment Program;
- Provides individual and group counseling as well as case management services to participants enrolled in the PSC Treatment Program;
- Provides outpatient counseling;
- Serves as a liaison by providing appropriate and applicable referrals to various social and governmental agencies;
- Maintains clinical records and documentation on all persons served;
- Monitors applicable PSC participant fees and ensures prompt payment;
- Attends status hearings as set by the PSC judge;
- Assists the clinical coordinator as directed, necessary and/or applicable;
- Performs other duties as assigned.

KNOWLEDGE, ABILITIES, AND SKILLS:

Knowledge of the organization and function of the court system; knowledge of basic counseling techniques and how to apply them to the addictions field; proficiency in Microsoft 365 and other various applications. The person chosen for this position must also possess the ability to:

- Conduct matters with integrity, discretion and confidentiality;
- Communicate clearly and concisely, both orally and in writing;
- Perform job duties timely and efficiently in a high-energy/fast paced working environment;
- Interact courteously and professionally with emotionally upset and/or demanding individuals;
- Take direction and follow instructions implicitly;
- Correctly prioritize and complete multiple tasks simultaneously;
- Compute simple statistics and mathematics such as percentages;
- Display exemplary listening and comprehension skills;
- Demonstrate knowledge and ability gleaned from experience in court system;
- Thoroughly understand and be able to address drug abuse issues using the most currently certified/recommended, treatment methods related to counseling and interventions based on timely peer reviewed and/or industry approved materials;
- Work with both adult and juvenile populations;
- Evaluate psychological, social and physiological signs and symptoms of alcohol and drug use disorders;
- Reason logically and analytically;
- Work effectively in a team-based culture as well as independently under the peripheral supervision of the PSC director and clinical coordinator.

Required additional knowledge and experience in the following counseling and treatment areas:

Assessment, case management, intake, prevention, pharmacology, human behavior and applicable laws, rules and regulations.

REQUIRED QUALIFICATIONS:

- Bachelor's degree from an accredited university or college in counseling, social work, psychology, nursing, rehabilitation, special education, ministry, criminal justice, health education and/or related human services;
- Certification as an Addiction Professional and minimum of two (2) years' experience is preferred. If not certified, employment will be contingent on meeting certain certification requirements with a reasonable time frame.

We are an equal opportunity employer. We do not discriminate based on race, religion, gender, age, national origin or disability. Interested applicants must complete a State of Florida Job application 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

If you need an accommodation in order to participate in the application/selection process, please notify the Administrative Office of the Courts in advance by calling (863) 534-4686.