



Tommy Ford
Sheriff

BAY COUNTY SHERIFF'S OFFICE

JAIL FACILITY

5700 Star Lane, Panama City, Florida 32404

Jail: (850) 785-5245 Fax: (850) 769-7376



POSITION VACANCY ANNOUNCEMENT

POSITION: ADDICTIONS TREATMENT COUNSELOR

POSITION VACANCY

The Bay County Sheriff's Office is currently seeking a Substance Abuse / Addictions Treatment Counselor. Work location will be at the Bay County Sheriff's Office Jail Facility, 5700 Star Lane. The compensation for this position is \$41,238.00.

ILLUSTRATIVE DUTIES

The Addictions Treatment Counselor implements a wide range of alcohol and drug abuse activities involved with the Lifeline program. Provides case management and counseling services to inmates assigned to the program. Interviews and assesses prospective program participants. Determines individual and group needs; develop specific programs for both individual and group treatment plans; supervise program activity. Plan, develop and conduct workshops and specialized training programs in the specific areas of substance abuse and prevention. Coordinate admissions, treatment, evaluation and release information with other departments. Prepare progress reports on assigned inmates; assist administrative and supervisory staff in development of statistical reports. Utilize established BCSO policies and BCJF procedures in making decisions. Perform with a high degree of independence and professional administrative skills and use sound independent judgment in meeting responsibilities and performing the duties of the position. Maintain and monitor confidentiality of inmate and administrative files: review status of inmates to verify that treatment and therapeutic programs are completed. Prepare and maintain a variety of standard narrative, statistical and operational records, reports, and logs, using appropriate grammar, to include filing, alphabetizing, and labeling; properly process all reports and documents in a timely manner. Attend scheduled staff meetings, group meetings and other staff or group activities essential for effective program and services delivery; promote communications and the proper flow of relevant information between administration, staff, and inmates. Communicate effectively and coherently to administration, staff, inmates, visitors, and the public, particularly in situations requiring tact and diplomacy. Reliably and repetitively identify inmates by visual means. Take appropriate action to prevent or diffuse potentially disruptive situations. Read, analyze, comprehend, and interpret technical procedures or governmental regulations, legal and non-legal documents, including the processing of such documents as commitment orders, summons, and other legal writs. Maintain equipment and supplies as required, order replacement items in a timely manner. Endeavor to comply with the requirements of applicable regulations, laws, rules, procedures, policies, standards and/or contracts. Remain alert at all times and react quickly, efficiently and calmly in emergency and other high stress situations.

NOTE: These are illustrative duties. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

Graduate from an accredited college or university with a Bachelor's Degree in one of the following fields: psychology, nursing, rehabilitation, special education, health education or related human services field. AND be willing to acquire certification by the Florida Certification Board as a Certified Addictions Professional (CAP) or Certified Addictions Counselor (CAC) within 3 years of employment. **Preferred Qualifications**: Graduate with a Master's Degree and registered marriage/family therapist, clinical social worker, LMHC or Intern, MCAP.

RESPONSE

Individuals interested in this position are **required** to submit the following:

(1) A Bay County Sheriff's Office Application available through the Personnel Section, 5700 Star Lane, Panama City, FL 32404 or at www.bayso.org. (2) Must complete and include all documentation requested within the application. Those individuals with applications on file must update and resubmit. All applications shall be submitted to the Personnel Section.

ADDITIONAL INQUIRY

Any questions regarding this VACANCY ANNOUNCEMENT should be made to the Personnel Section, at **(850) 215-5599 or 215-5097**.

**THE BAY COUNTY SHERIFF'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER
THE BAY COUNTY SHERIFF'S OFFICE IS A DRUG FREE WORKPLACE**