

Luna County

Position Description

Position Title: Adult Drug Court Monitor

POSTED: Monday, 9/09/2019 @ 8:00 a.m. CLOSES: Monday, 09/23/2019 @ 5:00 p.m.

Salaried(Y/N) : N Salary Range: 16 (min \$18 hourly) Shift: 19 Hours per Week Day/Evening/Night/Weekend Location: Luna County Judicial Complex	Department: Adult Drug Court Program: Luna County Community Health & Well Being, Adult Drug Court Program, 6 th Judicial District Court
--	---

Summary: Contingent upon the availability of funding, under direction of the Luna County Adult Drug Court Program Manager and the Community Health and Well Being Director, this is a part time position that performs a variety of work as assigned in a wide range of areas focused on adult drug court participants. Under supervision, monitor and track participants compliance in court ordered programs, attend related court proceedings; and prepare detailed oral and written reports.

Skills and Abilities:

Skill in working independently and managing time effectively while handling a high-volume workload in an environment subject to frequently changing priorities and high stress; communicating effectively both orally and in writing with diverse parties; maintaining confidentiality; establishing priorities and meeting deadlines; active listening; dealing with people diplomatically; maintaining accurate files and records; being organized and detailed oriented; filing; typing and entering data precisely; using good telephone etiquette; using common sense; maintaining professional demeanor and composure; and knowing when to seek assistance and collaborate with other staff.

Ability to receive and follow directions and apply relevant policies and procedures to assigned work; establish effective and cooperative working relationships in a complex and rapidly changing environment; maintain patience; recognize and appropriately respond to safety and security issues; use conflict resolution or verbal de-escalation techniques; be empathetic, impartial, fair and objective; work effectively with diverse and sometimes difficult clientele; learn quickly and retain information; work as a team member; recognizing important case facts that need to be documented in case file or may need further action; ability to operate program monitoring equipment; deal with conflict and hostile individuals or individuals under the influence of drugs or alcohol; utilize a computer effectively in word processing, spreadsheets, case management systems and other software; organize priorities; provide equal services regardless of the race, national origin, gender, religion, physical abilities or socioeconomic status; display teamwork, resourcefulness, and ability to adapt to changing work priorities; perform multiple tasks; and speak publically.

Examples of Work Performed:

Perform both scheduled and spontaneous site visits to participant's home, work or other locations to monitor program compliance; track and administer breath or urine drug tests;

Ongoing communication with services and supports, and conduct ongoing assessments of the participant's progress to determine: Is the participant using the service? Is the appropriate service being provided at an adequate intensity? Is the participant benefiting from the service? (If not, return to planning and linkage functions) Track and monitor sanctions and incentives to each participant to ensure adequate sanctions, incentives, and those interventions are graduated?

Administrative - Document all interactions with program participants in case management system; maintain current case files; prepare precise written reports detailing participant program compliance; attend court proceedings; participate and provide input during meetings with court staff and other programs;

Advocacy Help the participant access services for which he or she is eligible through Education of service providers, persuasive communication, and negotiation.

Linkage Identify services and supports needed for the participant to meet his or her goals; make referrals to appropriate services and supports; Provide the participant with information or assist the participant in accessing needed services

Supervision:

Works under the direction of the Adult Drug Court Program Manager.

Supervisory Responsibilities:

Supervises no one.

Education, Certification and Experience:

Must have a high school diploma or GED certificate. Must have a valid New Mexico Driver's License. Two (2) years of experience in social services, probation, as a corrections officer, or work in a related field. Additional post-secondary education in a related field may substitute for experience. Thirty (30) semester hours equals one (1) year of experience. Completion of a post offer background check may be required. Must be able to pass a pre-employment and subsequent random drug screens.

Work Environment and Physical Demands:

The following functions are representative of the work environment and physical demands an employee may expect to encounter in performing tasks assigned to this job.

Work is performed in an office, field or court setting. The work performed requires travel (valid driver's license required). The employee is expected to be punctual and to adhere to assigned work schedule. Assigned work schedules are flexible; include days, nights, and weekends and holidays; overtime may be required. The employee must regularly interact positively with co-workers, clients and the public; work under severe time constraints and meet multiple demands from several people. The work requires prolonged use of computers, repetitious hand, arm and finger motions, as well as manual/finger dexterity. The employee must be able to walk, talk, hear, kneel, stoop, lift, pull and carry up to 40 pounds. Travel may also be periodically required for training, meetings and presentations. The employee may be required to sit or stand for long periods of time. The employee may be exposed to fluctuating outdoor and building temperatures; hostile or violent situations that may arise when dealing with individuals involved in court cases, disturbing or hazardous court exhibits and contagious health conditions. Work is subject to frequent fluctuations and includes customer interaction and can be stressful.

Applicant Declaration

I have read the above Position Specifications. I understand the demands and expectations of the position described and to the best of my knowledge and have no limitations that would prevent me from performing these duties as indicated. I understand that this application is considered public record.

I authorize the County of Luna to run a full background check on myself.

Printed Name

Date:

Signature

Social Security Number

Driver's License Number

Date of Birth

LUNA COUNTY
700 S. Silver Avenue
Deming, NM 88030
(575) 543-6573 Fax (575) 543-6577
RELEASE OF INFORMATION WAIVER

I consent and hereby authorize Luna County, by means of the Luna County Sheriff's Department, the Deming Police department or other entity/person who is suitable to and chosen by the County, to investigate my past and present work, character, credit record, former employment and police records to ascertain any and all information which may concern my suitability for employment with Luna County.

I consent to your release of any and all public and private information that you may have concerning me, my work record, my background and reputation, my military service records, educational records, my financial status, my criminal history record, including any arrest records, any information contained in any investigatory files, efficiency ratings, complaints or grievances by or against me, the records or recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest, attendance records, polygraph examinations and any internal affairs investigations and discipline, including any files which are deemed to be confidential and or sealed.

I direct you to release such information upon request of the duly accredited representative of the County of Luna regardless of any agreement I may have had made with you previously to the contrary. The release of any and all information is authorized whether same is of record or not and I do, hereby, release all persons, firms, agencies, companies or groups, whomsoever, from any damages because of, or resulting from, furnishing such information to the Luna County Sheriff's Department, the Luna County Human Resources Department, the County Government and its employees from any damages or claims which may otherwise result from the use or release of such information.

Print Name _____ Date: _____

Signature _____

Address _____ City _____ State _____

Social Security # _____ Date of Birth _____

Place of Birth-City _____ State _____

Other Last Names Used _____

STATE OF NEW MEXICO)
) ss
COUNTY OF LUNA)

Acknowledged before me this _____ day of _____ 2019, by

Notary Public
My Commission Expires: