



# DeKalb County Accountability Courts

## Counselor Position

**Job title:** Clinical Coordinator

**Work Location:** Decatur, GA

**Agency:** DeKalb County Accountability Courts

**Reports to:** Clinical Director/Deputy Director

Full-time     Contractor (up to 40 hours per week)  
 Part-time

Exempt  
 Nonexempt

### Essential Duties and Responsibilities:

Manages and coordinates the clinical and/or treatment services for the DeKalb County Accountability Courts, which is comprised of a Drug Court, Mental Health Court, and a Veterans Treatment Court. Will provide individual counseling for Accountability Court participants and facilitate evidence-based curriculums in group settings. Supervises additional treatment staff and the development of treatment plans, clinical recommendations, and delivery of evidence-based curriculums (T4C, CBI, MRT, etc.)

- Manages and coordinates the clinical/treatment services specifically for the DeKalb County Drug Court Program
- Conducts clinical evaluations of appropriate referrals and assigns caseloads to treatment staff under his/her supervision
- Oversees and evaluates contracted treatment professionals in the case management and treatment of emotional, cognitive, developmental, behavioral and interpersonal disorders, illnesses and substance use disorders
- Provide individual and group treatment sessions
- Available to conduct evening groups 2-3 nights per week
- Responsible for developing and monitoring individual treatment plans, providing clinical recommendations, and coordinating treatment services
- Attends weekly treatment staffings, court appearances, etc. Conduct individual and group treatment sessions.
- Maintains procedures for confidentiality, release of criminal history information, and program adherence to and compliance with established Federal, State, and local standards and guidelines.
- Assesses program needs and recommends changes to enhance and increase effectiveness.
- Conduct random drug screens (via same sex observations)
- Able to take weekend/holiday on-call 2-3 times per month

### Education and/or Work Experience Requirements:

Minimum Requirements: Master's degree in Public or Judicial Administration, Criminal Justice, Psychology, Social Work, or related field preferred. LCSW or LPC required (candidates who are working toward licensure are encouraged to apply). A minimum of three years of experience working in the criminal justice system, social work, therapeutic evaluation or related field. Prefer direct experience working within an accountability court model, and experience with delivering evidence-based practices. Preference will be given to those who are certified in Thinking for a Change, CBI-SA (University of Cincinnati), and/or MRT (Moral Reconciliation Therapy).

### Skill Requirements:

- Excellent verbal, listening and written communication skills, including ability to effectively communicate with internal and external customers

- Effective conflict resolution and negotiations skills
- Effective stress and time-management skills
- Basic computer proficiency (MS Word, MS Outlook, Internet, etc.)
- Sound work ethics, fairness and cultural sensitivity

**Application Instructions:**

***Please submit a cover letter, resume, salary summary and references to the Accountability Courts Director, Fredericka Dent (fsdent@dekalbcountyga.gov) and copy Deputy Director, Connie Morris (cfmorris@dekalbcountyga.gov). Position(s) are open until filled.***

**NO PHONE CALLS PLEASE**