



POSITION ANNOUNCEMENT

DRUG/ALCOHOL & MENTAL HEALTH/SEX OFFENDER SPECIALIST

Job Announcement 2006-02

SALARY RANGE: \$59,249 - \$96,313 (CL 29/01-61)
CLOSING DATE: July 7, 2006 - 5:00 p.m. (postmarked date)
LOCATION: To be determined: Cheyenne, Casper, or Lander WY

The United States Probation Office for the District of Wyoming is currently accepting applications for a full-time Drug/Alcohol & Mental Health/Sex Offender Specialist. The location of this position is to be determined by management at a later date. The incumbent acts as a resident authority for the district in the specialized areas of drug, alcohol, mental health and sex offender treatment and oversees contracting issues for the district. The incumbent will perform regular line officer responsibilities at least 50% of the time. The incumbent will report directly to the Deputy Chief U.S. Probation Officer (DCUSPO) or the Supervising U.S. Probation Officer (SUSPO).

Representative Duties:

Serves as a subject matter expert and in-house resource for probation staff and the Court regarding treatment in the areas of drug and alcohol dependent defendants and offenders, as well as those with mental health and sex offender issues. The incumbent participates in administrative level planning and provides advice, consultation, and program direction.

Performs line officer duties related to the supervision and investigation of offenders. Submits pretrial, probation and supervised release violation reports to the Court, conducts preliminary and revocation hearings for the U.S. Parole Commission.

Maintains contact as needed with the Office of Probation and Pretrial Services regarding effective substance abuse, mental health, and sex offender program development.

Responsible for identifying the district's need for specialized programs, analyzes the effectiveness of the district's drug/alcohol and mental health/sex offender treatment programs, and initiates action for improvement.

Provides oversight of onsite drug testing in the district to ensure consistency.

Maintains a current inventory of urinalysis supplies and orders supplies as needed.

Prepares and continually maintains the drug/alcohol abuse and mental health/sex offender treatment components of the policy manual.

Determines and evaluates available substance abuse, mental health and sex offender treatment resources in the communities within the District of Wyoming.

As a subject matter expert, incumbent provides specialized guidance to other probation officers on offenders' treatment, such as personal, marital, family, educational, vocational, and emotional crisis counseling to defendants and offenders affected by drug/alcohol abuse or mental health/sex offender problems.

Disseminates information to probation staff concerning mental health and sex offender laws and requirements to determine the necessary action to be taken for federal defendants and offenders.

Conducts training sessions on drug/alcohol abuse and mental health/sex offender issues for probation staff including specialized treatment modalities, abuse identification, and investigation techniques to ensure overall understanding and consistency throughout the district.

Conducts training sessions for treatment agency staff who prepare billing invoices for services provided to ensure conformance with requirements and contract agreements. Acts as a liaison with all contracting agencies to address problems, inconsistencies, or non compliance. Suggests procedural changes and addresses unique needs as required.

Administers the drug/alcohol and mental health/sex offender programs by identifying, soliciting, evaluating, negotiating, and monitoring drug/alcohol and mental health/sex offender contract services. Conducts site visits and prepares monitoring reports in a timely manner and in accordance with Administrative Office guidelines. Provides monitoring reports to the Chief U.S. Probation Officer (CUSPO).

Assists the CUSPO, DCUSPO and budget personnel in formulating the budget, developing and executing the spending plan, and monitoring the ongoing financial auditing of the services. Generates monthly and quarterly reports in PACTS/ECM and provides monthly/quarterly

expenditure reports to the CUSPO to monitor expenditures and probation officers to confirm offenders in treatment and their treatment level.

Assists USPO assigned to cases in monitoring co-payment collections from defendants and offenders receiving treatment services.

Monitors monthly billing invoices, reconciles invoices with proper documentation in the Specialist's files and PACTS/ECM, and resolves financial discrepancies for monthly charges. Provides timely reconciled invoices to the budget personnel.

Represents the probation office, the court, and the probation system at meetings, seminars, and conferences. Conducts informal or formal presentations concerning drug, alcohol, mental health and sex offender techniques to community agencies and private organizations.

Develops and maintains policies regarding HIV/AIDS infected offenders in compliance with applicable State and Federal law. Provides training for staff on issues of confidentiality.

Assists the Administrative Office of the U.S. Courts in conducting random drug submission to contract labs to ensure accuracy of drug testing and reporting.

Performs related duties as required by the CUSPO, DCUSPO and SUSPO.

Factor 1, Job Requirements:

Broad knowledge of Federal Probation and Pretrial Services policies and procedures. Expert knowledge of treatment modalities and resources available in the areas of drug, alcohol, mental health and sex offender treatment. Ability to identify and evaluate treatment needs, develop proposals, and implement programs. Skill and detail in negotiating and monitoring contracts. Good knowledge of the budget process for monitoring drug, alcohol, mental health and sex offender treatment programs. Excellent ability to communicate orally and to write concisely and clearly.

Factor 2, Scope and Effect of Work:

The incumbent's work as a treatment specialist impacts probation officers by ensuring that high quality and cost-effective resources are available for offenders with alcohol, drug, mental health and sex offender problems. Proper treatment requirements minimize the number of persons incarcerated while maximizing the protection of the public. The incumbent assists the CUSPO, DCUSPO, and budget personnel in the development and administration of funds for the treatment needs of offenders. The incumbent develops training programs to enhance the knowledge, skills and abilities of all staff members.

Factor 3, Complexity:

The process of negotiating contracts and the subsequent monitoring of contract facilities is technical and detail driven. Predicting and forecasting long range treatment needs and assisting in budgeting for those needs is complex. Monitoring and reconciling treatment costs is critical, difficult, and time consuming. Staying abreast of resources available adds to the complexity. Evaluating training needs and subsequently developing and implementing appropriate training commensurate with the mission of the district requires intense coordination, skill and planning. Maintaining a caseload of offenders and defendants requires good organization and the ability to incorporate a variety of responsibilities within the position parameters.

Factor 4, Work Parameters:

The incumbent works independently with minimal supervision. The CUSPO, DCUSPO and SUSPO provide wide parameters in developing, implementing, and evaluating treatment and training programs. The incumbent proposes contract procedures and training plans to the CUSPO, DCUSPO and SUSPO prior to implementation.

The incumbent is encouraged to be creative and focus on expanding both treatment and training programs as opportunities arise. Judgment and expertise are applied in making decisions, in addition to use of written guides and manuals.

Factor 5, Personal Interactions:

The incumbent has frequent contact with contract treatment providers to ensure quality of service and effectiveness of treatment programs. The incumbent has daily contact with probation officers to ensure appropriate referrals, compliance with guidelines and procedures of specialized programs. There are frequent contacts with community treatment centers and Bureau of Prisons staff in managing resources. Continuous contact with the CUSPO and DCUSPO for program and financial management decisions. The incumbent has regular contact with the Court and other court personnel to provide consultation concerning specialized service programs and approaches. Regularly scheduled contacts are made with defendants and offenders and their families to monitor compliance with conditions of release and/or supervision.

Factor 6, Environmental Demands:

Most work is performed in an office setting. Work requires regular contacts with persons with known violent backgrounds. These contacts may be made in unsafe neighborhoods/environments. Interaction with special needs offenders, such as those with alcohol, drug, mental health and sex offender problems, may expose the incumbent to potential

danger. The incumbent is required to travel throughout the district to visit contract facilities whose services are being provided to the district's offenders and defendants. Travel is expected throughout the district offices to assure quality and uniform implementation of services in drug, alcohol, mental health and sex offender treatment programs.

Factor 7, Minimum Qualifications:

Requires three years specialized experience, including at least one year specialized experience equivalent to work at CL-28 probation/pretrial services officer in the U.S. Courts. Completion of a master's degree in a field of study closely related to the position equates to two years of specialized experience including at least one equivalent to work at CL-28.

HOW TO APPLY:

Submit a completed AO 78 - Application for Judicial Branch Federal Employment (<http://www.govjobs.com/Applications/ao-78.pdf>), a cover letter, copies of your last two performance evaluations, and copies of your college transcript(s) and diploma(s) for your degree(s). If you order transcripts to be sent directly to us from your school, please state so in your cover letter. After receiving the requested documentation, qualified applicants will be required to submit written responses to an established set of questions prior to the interview.

Send application marked **Confidential** to:

Chief U.S. Probation Officer
P.O. Box 847
Cheyenne, WY 82003

Note: Applicants selected for interviews will receive a letter or phone call to set up an interview.

EQUAL OPPORTUNITY EMPLOYER

Judiciary employees must adhere to a code of conduct. U.S. probation officers are entitled to standard federal benefits such as paid vacation time, paid sick time, medical insurance, life insurance, and a tax-deferred savings plan. Judicial employees are also eligible for long-term care and disability insurance and a Flexible Benefits Program which includes medical care and dependent care reimbursement.

Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided. This position is subject to mandatory electronic fund transfer (direct deposit) for payment of net pay.

Phone: 307/433-2300