

## Job Description

Job Title: Treatment Coordinator      Job Code: 905217      Job Family: Public Safety  
Pay Grade: JC.15.15      FLSA: Non-exempt      EEO: Professional  
Department/Agency: Countywide      Position Number(s): Multiple  
Recommended Position Title(s):

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

### Essential Duties:

- Coordinates facility admissions through collaboration with external and internal stakeholders; coordinates state and local work release referrals; conducts follow up investigations to determine appropriate placement; monitors available bed space for program components and determines admissions and placement; determines release for clients/inmates awaiting placement with detainers; oversees and tracks clients while they address detainers and files motions to the district court regarding failure to comply; attends court hearings to address client noncompliance.
- Serves as the programming and treatment liaison; provides admission, facility, and program information to clients, their families and stakeholders; schedules and provides support for client evaluations and services by collecting client information for the provider and communicating with internal staff; coordinates meetings with services providers and evaluates programs and services for use of evidence based practices; monitors curriculum compliance through group observation and client feedback to ensure that evidence based practices are being utilized; coordinates events.
- **Serves as the Victim's Resource Specialist under the prison rape elimination act (PREA); performs a variety of duties and responsibilities in support of PREA; represents the department at meetings and as a committee member acting as a liaison by providing current information and developing solutions.**
- Assists in research and evaluation of curriculum used to address program needs and makes recommendations for process improvement; collects and inputs data, case notes, and file information into assigned computer programs; creates reports and analyzes data; responds to complex requests, provides ongoing correspondence, and disseminates information to stakeholders, courts, schools, law enforcement, and service providers.

### Supervisory Responsibilities:

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

*Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.*

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### Minimum Job Requirements:

**Bachelor's** degree in Criminal Justice or related field; Two (2) years' criminal justice or related experience; successfully pass a **criminal history check**; and **possess a valid driver's license** with an acceptable driving record.

Applicant must submit to and pass a pre-employment, post-offer drug screen prior to employment.

*Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.*

### Preferred Job Requirements:

One (1) year case management experience.

### Education/Experience Substitutions:

Yes  No Experience may be substituted for degree.

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### Physical, Environmental, and Special Working Conditions:

Weather essential Department and County job.