

**HILL COUNTY**

**POSITION DESCRIPTION**

**MAY 2019**

**POSITION:** Compliance Monitor - Case Manager

**DEPARTMENT:** Hill County DUI/Drug Treatment Court

**ACCOUNTABLE TO:** County Attorney

**SUMMARY OF WORK:** The Compliance Monitor – Case Manager plays a central role in managing and supervising the pre-trial and misdemeanor non-violent offender population who participates in the Treatment Court.

**JOB CHARACTERISTICS:**

**Nature of Work:** The Compliance Monitor – Case Manager is guided by the Hill County Adult DUI/Drug Treatment Court including, but not limited to: plays a central role in managing the pre-trial and misdemeanor non-violent offender population who participates in the Drug Court and promoting public safety and encouraging offenders with alcohol and/or drug abuse and addiction to make positive life changing decisions for their future. To carry out this responsibility, the Officer cooperates with and solicits information from the public and criminal justice system and monitors and counsels 30-40 offenders. Must have skills and abilities to equally balance social work and law enforcement duties.

The Officer conducts pre-trial and supervision investigations and makes weekly reports and recommendations as a member of the Adult Treatment Court Team concerning the offenders being supervised. These investigations are completed with cooperation from other criminal justice agencies and by using investigative skills; knowledge of laws, rules and regulations pertaining to pre-trial supervision and probation, incarceration, rehabilitation and treatment programs as well as knowledge of behavioral science. The Officer then makes recommendations for rehabilitation, treatment plans, pre-trial supervision conditions, misdemeanor probation conditions, the need for incarceration and appropriate level to the Treatment Court Judge as a member of the Treatment Court Team through written reports as well as oral recommendations. Compliance Monitor makes recommendations to the Hill County Treatment Court based on investigations pursuant to the Sanctions and Incentives grid as set forth in the Hill County DUI/Drug Treatment Court Participant's Manual. The monitor will work with the Court Coordinator in completion of risk and needs assessment as well as knowledge of state and community resources and will monitor the progress of the offender for compliance.

This position will monitor offenders for the abstinence from alcohol and/or drugs, including administering frequent PBT tests, urinalysis, and saliva tests, fitting and monitoring SCRAM devices (and immediately report any finding of alcohol and/or drug use to the Court) and will conduct investigations to assure the offender's compliance with Court ordered compliance with treatment programs and requirements, employment searches and maintenance, educational programs, community service, residential status, self-help programs, and continued law-abiding behavior, including investigation of alleged violations of pre-trial supervision and probation using knowledge of policies and procedures pertaining to violations.

This position will testify in court and information hearings relative to sentencing or revocation of offender's pre-trial or probation status and termination from the Treatment Court.

- May be scheduled to work alternative shifts such as evenings and weekends.
- Travel may be required.

**Personal Contacts:** Treatment Court Judge; Attorneys; Law Enforcement Personnel; Probation Officers, Chemical Dependency treatment providers; offender population who participate in the Treatment Court program.

**Supervision Received:** Supervision, as needed, from the County Attorney; position is mainly self-directed.

**AREAS OF JOB ACCOUNTABILITY AND PERFORMANCE:**

Areas of Job Accountability and Performance includes all aforementioned categories contained under Job Characteristics and the following Job Requirements. Performs other related duties as required.

**JOB REQUIREMENTS:** The successful applicant must be able to learn and perform the following Job Requirements with or without reasonable accommodation.

**Competencies:** The work requires knowledge of principles, practices and methods of probation, pre-trial supervision, sentencing, drug court participation, chemical dependency treatment programs, community resources, and the criminal justice system in order to perform professional work in the investigation, analysis, determination and monitoring of client's pre-trial release or misdemeanor probation. Must have a strong sense of respect for confidentiality. Must have ability to work in variety of settings with culturally-diverse families and communities with the ability to be culturally sensitive and appropriate.

**Communication:** Excellent writing and verbal communication skills are necessary to develop a positive rapport with offenders, criminal justice system members and the general public, especially when recommending rehabilitative services to offenders and

to communicate effectively in court or administrative hearing testimony. Skill in proactive confrontation with offenders when appropriate for successful completion of programming and/or adherence to specific conditions of supervision.

**Decision Making and Problem Solving:** Able to take action in solving problems while exhibiting judgment and a realistic understanding of issues; able to use reason, even when dealing with emotional topics; review facts and weigh options.

**Coping:** Able to maintain a solution-oriented approach when dealing with interpersonal conflict, hazardous conditions, personal rejection, or time demands.

**Energizing Others:** Able to exhibit a can-do approach and inspire offenders to excel while being free from substance abuse; use competition to encourage others; develop performance standards and confront negative attitudes; develop a team spirit.

**Initiative:** Able to bring about great results from ordinary circumstances; prepare for problems or opportunities in advance; transform leads into productive business outcomes; undertake additional responsibilities and respond to situations as they arise without supervision. Ability to work independently with strong sense of focus, be task-oriented, non-judgmental, have a clear sense of boundaries.

**Innovation:** Able to challenge conventional practices; adapt established methods for new uses; pursue ongoing system improvement; play with concepts and ideas to create novel solutions to problems; evaluate new technology as potential solutions to existing problems.

**Tolerance of Ambiguity:** Able to withhold actions or speech in the absence of important information; deal with unresolved situations, frequent change, delays, or unexpected events.

**Team Work:** Able to share due credit with co-workers; display enthusiasm and promote a friendly group working environment; work closely with other departments as necessary; support group decisions and solicit opinions from co-workers.

## **EDUCATION, EXPERIENCE AND QUALIFICATIONS:**

The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to:

-- Applicable work and/or educational experience in people service skills focused on promoting the welfare of others, improving their day to day life skills and their ability to participate productively in society.

-- Possession of or ability to obtain a valid Montana driver's license; proof of insurance if using a personal vehicle on State business.

-- The successful candidate will be subject to a criminal fingerprint background check.

## **JOB PERFORMANCE STANDARDS:**

Evaluation of this position will be based primarily upon performance of the preceding requirements and duties. Examples of job performance criteria include, but are not limited to, the following:

- Performs assigned duties.
- Maintains confidentiality of sensitive information.
- Is able to work well self-directed.
- Accurately types all correspondence, letters, and legal papers.
- Schedules appointments and keeps an accurate calendar.
- Maintains accurate and timely records.
- Prepares and submits accurate and timely reports.
- Deals tactfully and courteously with the public.
- Observes work hours.
- Demonstrates punctuality.
- Establishes and maintains effective working relationships with fellow employees, supervisors and the public.
- Accurately conducts breath or bodily fluid drug and alcohol testing.
- Effectively conducts home visits of drug court participants to evaluate home life, curfew checks, and verify compliance with conditions.
- Timely reporting of drug court participants' conduct to drug court treatment team or other treatment providers.
- Conduct thorough investigations regarding alleged violations of conditions.