

## LANCASTER COUNTY SCREENING SPECIALIST

### NATURE OF WORK

This is human service work evaluating and coordinating the assignment of pre-trial and sentenced clients to the Alternatives to Incarceration Program.

Work involves responsibility for interviewing and assessing clients; communicating with the courts, attorneys, families, criminal justice practitioners, and others regarding the client's ability to successfully participate in the program. Work also involves compiling statistics; formulating and preparing reports summarizing requested data elements. Supervision is received from an administrative superior with work being evaluated in the form of reports, conferences and effectiveness of service provided.

### EXAMPLES OF WORK PERFORMED

Interviews potential clients; reviews criminal backgrounds and personal behaviors; utilizes a variety of assessment instruments and processes in preparation of program consideration.

Prepares and forwards associated documentation for presentation to the court for determination of placement in the alternatives to incarceration program.

Assesses intervention and rehabilitation needs for a variety of social, vocational, financial, and behavioral health issues effecting criminal behavior.

Prepares documentation for submission to program case managers and others for appropriate follow up activities.

Participates as a team member in program planning and meetings to enhance provision of services.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of sociological, behavioral and cultural factors influencing the behavior and attitudes of clients.

Knowledge of the legal system and judicial process.

Knowledge of the functions and services of community organizations, related human services, mental health and substance abuse resources.

Ability to establish and maintain effective working relationships with clients, co-workers, and the general public.

Ability to communicate effectively both orally and in writing.

Ability to maintain records of services provided client progress and required documentation.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in counseling, social work, psychology, sociology or related field plus six months of experience in the mental health, substance abuse or correctional field or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

NECESSARY SPECIAL REQUIREMENT

Possession of a valid license when operating a vehicle is required in the performance of assigned duties.

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