

## LANCASTER COUNTY SCREENING SPECIALIST

### NATURE OF WORK

This is human service work evaluating and coordinating the assignment of pretrial defendants and sentenced offenders to programs within Community Corrections, and assessing and coordinating services for court-involved juveniles and their families within Human Services programs .

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

Interview potential clients, their family and/or other supportive resources; review criminal or juvenile justice backgrounds and personal behaviors; utilize a variety of assessment instruments and processes to determine eligibility and appropriateness for program placement.

Prepare and forward associated documentation for presentation to the court or appropriate authority for determination of placement in a Community Corrections programs for adult clients or Human Services programs for juvenile clients.

Assess intervention and rehabilitation needs for a variety of social, vocational, financial, and behavioral health issues contributing to criminal behavior.

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

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

Conduct in-person interviews, screenings, and assessments at various locations, including detention facilities, client residences, treatment providers, and community partner agencies.

### 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 to 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 three years of experience in the mental health, substance abuse or criminal justice field or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills to meet the National Association of Pretrial Services Agencies (NAPSA) Accreditation Standards.

#### NECESSARY SPECIAL REQUIREMENT

Possession of a valid driver's license and the ability to be insured by the County's insurance carrier.

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