

LACKAWANNA COUNTY JOB DESCRIPTION

DEPARTMENT/OFFICE: Treatment Court

JOB TITLE: Day Reporting Director

REPORTS TO: Lackawanna County Treatment Court Coordinator and Court Administration

JOB PURPOSE/OVERVIEW: The Lackawanna County Day Reporting Director serves under the direction of the President Judge, Michael J. Barrasse, of the Court of Common Pleas and the Office of the Court Administrator. The Day Reporting Director will work with the Problem Solving Court Programs in Lackawanna County and Lackawanna County Adult Probation. For instance, the Day Reporting Director assists with the activities of the following programs: Adult Treatment Court; Co-occurring Court; Family Treatment Court; DUI Court; Veterans Treatment Court; County Intermediate Punishment Program and Adult Probation. The Day Reporting Director meets regularly with the Treatment Court team, including the Presiding Judge, to monitor client and operational compliance, performs day reporting duties, develops and monitors schedules; among a variety of other duties specified below. This job includes a wide variety of contacts with agencies, employers, and families in securing information regarding participants in Lackawanna County Treatment Court and Lackawanna County Adult Probation, and assisting in developing useful and effective rehabilitation and life skills plans. Work done by the employee is evaluated through observing them in action and through the review of reports and recommendations.

JOB DUTIES:

- The Director will organize Day Reporting and all Day Reporting services.
- Coordinate with probation to assess the needs of clients.
- Must maintain contact with families, employers, counselors, and other people involved with aiding probationers and parolees in their adjustment to the community.
- Connect clients to appropriate life skills assessments.
- Collaborate with staff at Treatment Court Advocacy Center and The Recovery Bank to refer participants to desired services.
- Assist with community service compliance and schedule working closely with the Community Service Case Manager.
- Maintain daily logs of contacts and reports on caseload through the computer program.
- Treat participants with respect and dignity while modeling positive social behaviors.
- May perform other related work, as required.

MINIMUM QUALIFICATIONS:

- A Bachelor's Degree from an accredited college or university, and one (1) year of experience in probation, parole, or other social work
- Strong understanding of the criminal justice, substance use disorder and mental health systems and the intersection between the systems.
- Working knowledge of twelve step and recovery support programming.
 - Ability to establish and maintain a good working relationship with the Lackawanna County Adult Probation and Parole Office; the Lackawanna County Court of Common Pleas; the Lackawanna County Department of Human Services; the Lackawanna County Office of Youth and Family Services; and all other Lackawanna County offices and agencies that partner with the Treatment Court program.