

DEPARTMENT: PROBATION DEPARTMENT
CLASSIFICATION: COMPETITIVE
APPROVED: OCTOBER 1, 2024

ALTERNATIVES TO INCARCERATION (ATI) SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This position functions independently to assure compliance with the Alternatives to Incarceration (ATI) program. The incumbent in this class is responsible for a variety of professional duties designed to identify, screen, and monitor eligible clients for the program. The incumbent provides assessments, referrals, intervention, case management, monitoring and related social work services to individuals with substance use disorders who are mandated by the court and probation to comply under ATI. As needed, arranges for medical, mental health, behavioral health issues, educational and/or employment opportunities, housing options, and other services needed within the community. General direction is received from the ATI Supervisor and wide leeway is permitted for the exercise of independent judgment in accordance with established rules, policies, procedures, and laws. May supervise appropriate clerical staff for report completion. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Provides assessments and treatment recommendations within the court for defendants involved with alcohol and drug use and/or presents evidence of a mental health disorder in order to ascertain appropriate treatment as an alternative to incarceration; conducts interviews within and outside the correctional facility, for case monitoring and supervising the clients to ensure compliance with the correctional facility and/or within the designated community treatment program;
2. Services the more complex and difficult court cases to ensure court mandated compliance within the conditions of the courts, probation, treatment providers and ATI program;
3. Accepts referrals from judges, district attorneys, defense attorneys, etc. of individuals in need of screening and conducts in-depth assessments of individuals evaluating for appropriate level and type of treatment, then referring to providers;
4. Provides full treatment evaluation, effectuates referrals to a substance use, or mental health facility;
5. Assesses treatment data, compiles and completes written and oral reports to the courts and probation with recommendations regarding the appropriateness of the client for treatment and program participation;
6. Coordinates supervision and provides intervention with alternatives to courts, probation and treatment providers;
7. Conducts visits to residences, employers, treatment facilities and halfway houses;
8. Evaluates substance use problems, legal histories, treatment histories and motivation for substance use treatment for all clients;
9. Monitors the participation of the client in treatment program, reviews treatment progress reports, conferences about cases with treatment personnel, and reinforces client treatment participation through case management sessions;
10. Supervises drug and alcohol testing of client and performs assessments;
11. Participates in the coordination and transfer of client to other levels of treatment and monitors same;
12. Notifies the court and probation of either successful completion of the ATI program by the client or unsuccessful follow-up by client, thereby requesting a violation by the court;
13. Provides counseling for clients and performs outreach activities as required.

CONTINUED

ALTERNATIVES TO INCARCERATION (ATI) SPECIALIST CONTINUED

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the criminal justice system; good knowledge of treatment resources to evaluate, monitor, supervise and recommend clients to specific treatment providers and programs; ability to communicate effectively in treatment reports and recommendations for the ATI program requirement with courts, probation and treatment providers; ability to engage the client in effective utilization of the ATI program; ability to differentiate substance use disorder, and mental health disorder populations to effectuate referrals to appropriate treatment providers; ability to handle difficult situations in a professional manner manifesting sound judgement; resourcefulness; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma **AND** one of the following:

1. A Master's Degree in Criminology, Psychology, Social Work, or related field and one (1) year of full-time paid experience counseling in a correctional institute or criminal justice setting or in counseling for identification, screening, and monitoring clients with substance use and/or mental health treatment programs; **OR**
2. A Bachelor's Degree in Criminology, Psychology, Social Work, or related field and four (4) years of full-time paid experience in counseling in a correctional institute or criminal justice setting or in counseling for identification, screening, and monitoring clients with substance use and/or mental health treatment programs.

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.