

**DEPARTMENT:** PROBATION DEPARTMENT  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JUNE 5, 2017

### **TASC SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is professional and administrative work that provides programmatic supervision and management for the county's Treatment Alternative to Street Crime (TASC) program. This position maintains an assigned caseload to provide case management services, coordinates program activities, and provides daily operational management for the program or site. All duties are performed in accordance with program and regulatory requirements and the incumbent is responsible for ensuring that the program or site is properly staffed to meet performance expectations. The incumbent collaborates with Probation Officers and Probation Supervisors and works under the general supervision of the Probation Director. The incumbent is allowed wide leeway for the exercise of independent action and programming in accordance with established policies and procedures. General supervision is exercised over assigned subordinates including TASC Case Managers and support staff in the assigned program or site. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Provides professional programmatic management, direction and supervision for the county's TASC program under the general supervision of the Director;
2. Provides administrative oversight to all aspects of the program including case management services, and support staff operations in accordance with audit readiness corporate compliance, federal and state regulations and laws;
3. Performs personnel management duties including recruitment, interviewing, making hiring recommendations, training, completing performance evaluation of all employees in assigned program, and addressing disciplinary issues;
4. Monitors and regulates program expenditures;
5. Collaborates with department administration in the development of budgets and strategies related to financial feasibility of all operations;
6. Ensures that program policy and procedure and client records comply with state and federal regulations and laws and department expectations;
7. Establishes program standards and manages quality compliance in assigned programs;
8. Holds staff accountable to units of service and productivity expectations;
9. Prepares for and responds to state, federal and other regulatory audit and certification reviews;
10. Ensures that all assigned programs are properly staffed, scheduled and covered to meet performance expectations;
11. Reviews and processes with the County Attorney's Office requests for records and information, court ordered evaluations, significant events and clinical issues with potential legal ramifications;
12. Ensures and reviews regular supervision of program staff;
13. Assigns work to subordinates;
14. Meets regularly with subordinates to review caseloads to provide supervision and direction in areas such as but not limited to assessment; development and implementation of case plans; individual, collateral and group counseling; crisis intervention; client advocacy; and other associated areas;
15. Prepares requests for work orders, and purchase of equipment and supplies as it relates to program management;
16. Maintains, collects and analyzes program data and synthesizes information into formal reports for presentation to administration and produces annual reports as required;
17. Provides leadership in long range planning toward the development of better alternative to incarceration programming;
18. May direct in-service training of other Department and other agency professionals and paraprofessionals, relating the contributions that TASC can give to an interdisciplinary treatment team;
19. Provides case management/case planning services to clients as needed;
20. May provide client related services in conjunction with forensic or court issues such as testimony, advocacy and consultation.

**CONTINUED**

## **TASC SUPERVISOR (PROBATION DEPARTMENT-TASC PROGRAM) CONTINUED**

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the principles, methods, procedures and practices of alternative to incarceration services, of the functioning and management of community based programs and facilities and the scope of services rendered, and of community resources and how to use them effectively with others; comprehensive knowledge of all state regulations governing alternative to incarceration programs; ability to organize, direct and coordinate program services; ability to supervise, manage and coordinate the work of others; ability to prepare technical and informational data for administrative use; ability to provide effective professional leadership of a high order; ability to analyze and evaluate reports of case managers and make sound decisions; ability to prepare reports; ability to organize and operate training for new program staff; ability to plan and supervise the work of others; ability to effectively communicate orally and in writing; tact and courtesy; sound professional judgment; integrity; initiative; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

#### **PROMOTIONAL QUALIFICATIONS:**

Three (3) years of permanent competitive status as a TASC Case Manager in the Niagara County Probation Department.

#### **OPEN COMPETITIVE QUALIFICATIONS:**

Completion of a Master's Degree in Social Work or Criminal Justice Administration from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees **and** two (2) years of full-time paid experience as a supervisor in a community based alternative to incarceration program, community based substance abuse program, or community based mental health services program.