

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> SAFER Station Site Coordinator	<u>CLASS NUMBER:</u> 70304.3	<u>FLSA:</u> Exempt
<u>AGENCY/DIVISION:</u> Office of Justice Policy and Programs	<u>JOB TYPE:</u> Full Time, Unclassified	<u>PROBATION PERIOD:</u> N/A
<u>BARGAINING UNIT:</u> Non-Bargaining	<u>PAY GRADE:</u> N16	<u>POSITION CONTROL #:</u> 130028
<u>POSITION LOCATION:</u> 373 S. High St., 25 th Fl., Columbus, Ohio 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday - Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Grants Administrator (130018)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the SAFER Station Site Coordinator is to work directly with community members in active addiction seeking access to treatment and case management services. Ensure coordination of care services and continuity of care after treatment discharge to deflect from the justice system.

JOB DUTIES:

Utilize motivational interviewing strategies (e.g.: stage of change, crisis prevention and intervention techniques, and relapse prevention) to encourage participation of community members in mental health and/or substance abuse treatment and other pro-social programs, including medication assisted treatment. Provide a range of creative, innovative, and evidence-based motivational interventions within group settings to support and engage individuals with a strong focus on achieving sustainable recovery and community re-integration. Provide evidence-based assessment, case management, intervention, and educational services to clients.

Work collaboratively with external and internal program partners and participants in developing support plans to facilitate positive transition from treatment into the community. Assist program partners with marketing, recruitment, orientation, enrollment, and retention of program participants. Provide supportive services intended to support participants' individual level outcomes, reduce incarceration rates, and reduce the number of substance abuse related overdoses.

Conduct face-to-face follow-ups with clients. Provide linkage to appropriate community treatment providers based on participants risk factors and need. Provide referrals and monitor linkage to appropriate community social services based on participants priority of need including housing, healthcare, childcare, food, transportation, and maintenance of finances. Robust data collection and case management documentation. Work as part of a team to physically staff and provide on-site assistance to individuals requesting assistance. Prepare required paperwork and program reports. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of safety practices; public relations; human relations; agency policy and procedures; government structure and process; counseling; interviewing. Skill in word processing; equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; calculate fractions, decimals, and percentages; maintain accurate records; prepare meaningful, concise and accurate reports; use proper research methods in gathering data; establish friendly atmosphere as supervisor or work unit; handle sensitive inquiries from and contacts with officials and general public.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Bachelor's degree in human services, social work, or related field with three (3) years of experience in social services, case management, treatment and/or substance abuse services, or related experience.

Additional Requirements

No additional license or certification is required.

Supervisory Responsibilities

Ability to assign, review, plan, and coordinate the work of other employees, to provide instruction to other employees, to maintain department standards, to recommend the discipline or discharge of other employees, to act on employee problems, and to recommend and approve the transfer or promotion of other employees.

UNUSUAL WORKING CONDITIONS:

This position is unclassified, and employment is subject to continuation of federal grant funding availability. Direct contact with inmates/detainees in a secure correctional setting.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date