



DALLAS COUNTY JOB DESCRIPTION

Job Title:	Drug Intervention Specialist Officer	Job Code:	503430	Job Grade:	EE
Reports To:	Assistant to Probation Supervisor	Pos. No:	Various	FLSA Code:	N
Department:	Juvenile	Loc. Code:	Various	SIC Code:	8322
				WC Code:	8810
Division:	Substance Abuse Unit	CS Code:	C-JD	EEO Code:	B11

Summary of Functions: Provides substance abuse counseling and specialized outpatient services for youths under the jurisdiction of the Juvenile Department.

Management Scope: N/A

Duties and Responsibilities:	% of Time	Essential Non-essential
1. Conducts individual, group and/or family counseling for youths.	40	E
2. Completes treatment documents required for all assigned youths.	15	E
3. Maintains complete, detailed and accurate account of all interactions with youths to document progress.	15	E
4. Performs random urinalysis screening of assigned youths.	05	E
5. Serves as back-up to staff and assumes all duties as necessary, i.e., administering medications, transporting youths to appointments, processing intake assessments or discharges, and disciplining youths. Must be physically able to perform "handling with care techniques, including takedowns, chasing and restraining youth" as outlined in the Texas Juvenile Justice Department (TJJD) requirement.	05	E
6. Attends training and meetings to stay current regarding trends and training innovations in the substance abuse field.	05	N
7. Provides substance abuse education that includes HIV/AIDS and tobacco education.	05	N
8. Conducts periodic home visits.	05	N
9. Performs other duties as assigned.	05	N

Minimum Qualifications:

Education, Experience and Training:

Education and experience equivalent to a Bachelor's degree from an accredited college or university in Behavioral Science, Corrections, Education, or in a job related field of study. One (1) year of work related experience working with "at risk" youths.

Special Requirements/Knowledge, Skills & Abilities:

- Must be a Certified Juvenile Probation Officer, within six months of hire, and a Licensed Chemical Dependency Counselor (LCDC) preferred. Knowledge of standard software applications. Ability to effectively communicate both orally and in writing, and establish and maintain effective working relationships with employees, departments and the general public. Must possess a valid Texas Driver's License, with a good driving record. Must pass an extensive background investigation. Mandatory drug testing prior to employment and will be subject to random, unannounced drug and/or alcohol testing during employment. ***“Position requires working with juveniles who may have committed dangerous/ aggressive acts; should possess a high tolerance for working in an emotionally demanding/stressful work environment.”***
- An employee may be transferred to another department, shift, location, or facility based on the needs of the Department.
- Working in a 24-hour facility may make the employee subject to working mandatory overtime or remaining on duty and working all, or a part of, an additional shift (“double shift”).
- The incumbent is / may be considered to be ‘essential personnel’ subject to being held over or called back to a work location or alternate site at all times. When required, you will be notified by your supervisor.
- Must be at least 21 years of age (for applicable positions) and must pass all portions (physical/written) of the Juvenile Academy to continue employment or all standards related to PREA and Ethics for specific positions.

Physical/Environmental Requirements:

Standard office environment. May require the ability to restrain and/or chase youths and ability to climb stairs. Must be able to visit various off-site locations.

Hay Points/Point Factor:

KH: DI2 175 pts, PS: D3 (29%) 50 pts, AC: D1C 50 pts, TTL: 275 pts, KH/PS/AC: 64-18-18, Profile: L

Supervisor Signature _____

Date _____

Reviewed by Human Resources/Civil Service on

Date 03/05; 9/2015;
10/19/2016

Approved by Civil Service Commission on

Date 04/18/05; 9/19/05;
9/2015

This job description shows typical requirements of a position within this classification. This description is not intended to be all-inclusive. Individual positions may vary slightly in functions, job dimensions and requirements. Any percentage of time included on each function is only an estimate and may change depending on the specific departmental tasks. Candidates whose disabilities make them unable to meet these requirements will still be considered fully qualified if they can perform the Essential Functions of the job with reasonable accommodation.