THE PROGRAM for Offenders, Inc.

Intern Description

Title: Therapist

Purpose: This position is responsible for client drug and alcohol assessment and providing education and counseling to individuals and groups surrounding substance abuse and mental health issues.

Essential Duties and Responsibilities: include the following. Other duties may be assigned as necessary.

- Maintain a caseload of residential clients as set forth by the Clinical Supervisor.
- Have current knowledge of Pennsylvania Department of Health, Department of Public Welfare and other applicable state regulations
- Maintain standards of compliance for Pennsylvania Department of Health and Department of Public Welfare licensure and American Correctional Association Accreditation
- Have current knowledge of the criminal justice and human services systems
- Complete initial client screening, intake and assessment to determine the need for drug and alcohol treatment
- Work in conjunction with Case Managers, Corrections and Supportive Services staff
- Plan and facilitate educational lectures and support groups
- Keep and maintain detailed records on clients’ attendance and progress
- Maintain appropriate, accurate, pertinent and confidential documentation for client file
- Ensure that clients follow proper rules, regulations and procedures in accordance with agency handbook
- Maintain and document a minimum of one weekly contact regarding client progress
- Prepare monthly reports on client statistics
- Attend and participate in all necessary meetings
- Be available to work a flexible schedule as set forth by the Clinical Supervisor
- Participate in a minimum of 120 annual clock hours of training and staff development during your first year of employment and 40 annual hours every year thereafter
- Promote the mission and goals of agency at all times
Supervisory Responsibilities:

This job has no supervisory responsibilities.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

**Ethics and Confidentiality** – Comply with existing policy presented in employee handbook and its addendums.

**Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; demonstrates flexibility in covering open shifts during staff shortages

**Verbal/Written Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings; Writes clearly and informatively; Edits work for spelling and grammar; Presents numerical data effectively; Able to read and interpret written information.

**Electronic Communication** – Must be fluent in a variety of computer technologies including Outlook, Word and Excel

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Technical Skills** – Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

**Service** – Manages difficult or emotional client situations; Responds promptly to client needs; Solicits client feedback to improve services; Responds to requests for service and assistance; Meets commitments.

**Teamwork** - Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Put success of team above own interests; Supports everyone’s efforts to succeed; Adapts to changes in work environment; modifies or changes approach or method to best fit the situation.

**Leadership** – Exhibits confidence in self and encourages confidence in others; Inspires and motivates others to do well; Accepts feedback from others; Gives appropriate recognition to others. Displays willingness to make decisions and includes appropriate people in decision-making process.

**Diversity** – Shows respect and sensitivity for cultural differences; promotes a harassment-free environment

**Initiative** - Volunteers readily; undertakes self-development activities; seeks increased responsibilities; Asks for and offers help when needed
Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Certificates, Licenses, Registrations:

Must be able to obtain current FBI, Act 33 & 34 Clearances

Pennsylvania Certification Board (PCB) approved certifications preferred.
THE PROGRAM for Offenders, Inc.

Position: Case Manager

Summary:
The PROGRAM for Offenders, Inc. (TPFO) is a nonprofit organization that provides residential alternatives to incarceration, drug and alcohol treatment, and a wide range of support services to male and female offenders in Allegheny County, Pennsylvania. TPFO's mission is to provide supportive services for offenders to give them a second chance and to give their children a first chance. The organization's goals are to provide services that facilitate the reintegration of offenders into society while reducing the number of offenders returning to criminal behavior; to increase community awareness about the plight of offenders; and to provide programs that strengthen families and deter intergenerational crime.

Essential Duties and Responsibilities
- Have current knowledge of the criminal justice system, human service systems and all applicable drug and alcohol treatment, health and safety standards as regulated by the city, county, state or federal government
- Complete appropriate intake procedure, client orientation, and administer handbook test within residential center's designated time frame on assigned caseload
- Work with client to complete and maintain service plan
- Create and maintain a file for all clients served including documentation of a minimum of one formal weekly contact per client on caseload
- Track, document, and maintain all pertinent medical and legal information on assigned clients
- Perform security monitor duties as needed including but not limited to drug screenings, room searches, personal searches, etc.
- Complete resident's pharmaceutical documentation and maintain communication with pharmacy/medical staff regarding resident prescription needs.
- Review and approve all client community passes, weekly schedules and budgets
- Facilitate team meetings for client review and adjustment hearings
- Advocate for clients at all necessary court hearings
- Prepare and submit necessary parole papers or other legal documentation as required
- Prepare, conduct and document educational groups on employment readiness, life skills, parenting, etc.
- Complete all required paperwork within designated time frames
- Other duties as assigned

THE PROGRAM for Offenders, Inc. provides supportive services for offenders to give them a second chance and to give their children a first chance.
Required Skills, Knowledge and Abilities:
- This position requires a self-starter who is motivated to assist and support clients of TPFO to identify, monitor and achieve their self-sufficiency goals.
- Ability to maintain effective relationships with clients, families, supervisors, staff, the criminal justice system, and outside organizations.
- Ability to communicate effectively (oral, written and electronic).
- Fluent in Microsoft Applications such as Access, Word, Excel, PowerPoint, and Outlook
- Ability to show respect and sensitivity for cultural differences
- Ability to comply and maintain with all safety and security measures
- Ability to understand and utilize best practices and statistical data with regards to the incarcerated population, children and families of incarcerated parents
- Ability to establish and replicate best practices
- Excellent organizational and time management skills
- Contribute to building a positive team spirit and supports everyone’s efforts to succeed

Certificates, Licenses, and Registrations:
- Must be able to obtain Act 33 & 34 clearances
- Must be able to obtain Allegheny County Jail Clearances
- Must be able to obtain additional clearances as required
- PA Drivers License and working vehicle are required