

## **Probate Court and Jail Liaison Coordinator**

### **Scope:**

The purpose of this position is twofold. The Liaison will conduct Drug and Alcohol Assessments to the inmates of the Tuscaloosa County Jail and to defendants in the Second Chance Program within the District Attorney's Office. The second aspect of this position is provide Liaison and Case Management Services to individuals who have been committed to in-patient or outpatient treatment by the Tuscaloosa County Probate Judge.

### **Responsibilities**

- 1. Provide drug and alcohol assessments to inmates of the Tuscaloosa County Jail and Second Chance Program. This will involve the following activities:**
  - a. Complete the drug and alcohol assessments.
  - b. Refer inmates/defendants to appropriate treatment facilities.
  - c. Provide other referral services as needed
  - d. Maintain regular contact with these facilities to insure timely admission for these clients and monitor their discharges.
  - e. Provide other support services as needed to these clients.
- 2. Provide Liaison and Case Management Services to Individuals committed to in-patient and /or outpatient treatment by the Tuscaloosa County Probate Judge. This will involve the following activities:**
  - a. Coordinate and maintain communication with the appropriate facilities regarding the status of the committed clients.
  - b. Maintain contact with the clients and provide case management services as needed to these clients once they are discharged. These case management services will include but not limited to the following:
    - Referral for other mental health treatment as needed
    - Assistance with housing, food, job and related quality of life needs
    - Serve as a liaison with family members of these clients
- 3. General Responsibilities:**
  - a. Maintain regular communication with jail staff, the sheriff and probate judge as directed by the immediate supervisor
  - b. Collect data from probate judge's office, treatment facilities and other entities as directed by the Sheriff, the Probate Judge and immediate supervisor.
  - c. Complete any other activities as directed by the immediate supervisor.

**Qualifications For This Position:**

Applicant must have a Master's degree in, preferably Social Work, or related Human Services Field.

Applicant must be licensed or license eligible in their Profession

Applicant must have at least 3 years experience in mental health and substance abuse treatment and/or assessment.

Applicant preferably will have experience in providing case management services to individuals experiencing mental health problems and/or substance abuse issues.