



**CJCC Job Title:** Council of Accountability Court Judges Treatment Support Fidelity Specialist  
(Administratively attached to the Criminal Justice Coordinating Council)

**State Human Resources Administration Job Title:** Social Services Program Consultant 2

**State Human Resources Administration Job Code:** SSP041 / Pay Level J

Advertised Salary: \$50,000 - \$56,000 Salary is commensurate with education and experience.

Benefits include paid state holidays, paid leave (annual and sick).

### **Council of Accountability Court Judges**

The Council of Accountability Court Judges (CACJ), is administratively attached to Criminal Justice Coordinating Council (CJCC), and is legislatively charged to guide the further development and implementation of Georgia's Accountability Courts under the expertise of judges. An additional focus of the Council is to establish standards and practices for all accountability court divisions based on the National Drug Court Institute, and Substance Abuse and Mental Health Services Administration, with a state goal of reducing recidivism of offenders diagnosed with a substance use disorder and/or a mental illness

**Applicants chosen for employment will be subject to financial, driving, education and criminal background and reference checks. Work eligibility will be checked in EVerify. As a federally-funded agency, CJCC is subject to federal Drug Free Workplace requirements. CJCC is an equal opportunity employer.**

**Benefits:** Benefits include paid state holidays, annual, and sick leave

**Location:** This position is located at 244 Washington Street, Suite 300, Atlanta, GA 30334

### **Description**

Under general supervision of the CACJ Executive Director, the Treatment Support Specialist conducts research involving data collection and analysis, develops and implements policy, and ensures fidelity of the CJCC funded evidence-based participant treatment, such as Cognitive Behavioral Intervention (CBI) Therapy, Thinking for a Change (T4C), and Moral Recognition Therapy (MRT). The Treatment Support Specialist will identify trends, discrepancies, and variances to improve the efficiency and effectiveness of applicable operations. Partner with other departments, divisions, outside agencies, and vendors to address business issues. Exercises various latitudes of independent judgment. Administers or provides high-level support for various projects, grants, contracts, implementation of procedures, and/or any specialized functions.

### **Key Treatment Support Specialist Responsibilities**

- Develop and implement a process to perform fidelity monitoring of the CJCC grant funded participant treatment to ensure that the courts are accurately and faithfully following the evidence-based therapy intervention models, curriculum, and/or protocol.
  - May require nontraditional work hours (for example evening hours of 4:30 pm to 7:00 pm) and some overnight travel as needed
- Conducts regular site visits to provide ongoing programmatic support and technical assistance.
  - May require nontraditional work hours (for example evening hours of 4:30 pm to 7:00 pm) and some overnight travel as needed
- Drafts and creates assessment reports based on site visit findings.



- Maintains professional expertise in program area, including research related to evidence-based programs and accountability court initiatives.
- Assists in the development and delivery of training related to evidence-based programs and core correctional practices.
- Communicates accurate information to personnel in a professional, courteous manner, conveying a willingness to assist.
- Assists in producing, updating, and disseminating basic information packages, fact sheets, program newsletters, resource guides, policy manuals, educational programs, and other materials for use within and/or outside CACJ.
- Researches, analyzes and defines programmatic problems and assists in implementation of the evidenced-based treatment through coaching and feedback.
- Assists in identifying, developing, or drafting of policies and procedures related to the governance of the accountability court programs.
- Monitor assigned projects and relationships with applicable federal and state agencies.
- Interprets and explains laws, standards, and regulations.
- Assists in writing and evaluating grant proposals, as needed.
- Facilitate an accountability court peer review, as needed.
- Perform all other applicable duties as assigned by the CACJ and/or Executive Director.

### **Minimum Qualifications**

Bachelor's or Master's degree from an accredited college or university in Social Work, Psychology, Public Health, Sociology, and/or Criminal Science **AND** two (2) years of related professional experience such as: work in criminal justice addiction counseling, evidence-based practices, program management/monitoring, and/or accountability courts

OR

five (5) years of related experience

**Note:** An equivalent combination of education and job specific experience that provided the knowledge, experience and competencies required to successfully perform, the job at the level listed may be substituted on a year by year, basis.

### **Preferred Qualifications**

Master's degree in Social Work, Psychology, Public Health, Sociology and/or Criminal Justice from an accredited college or university, AND two (2) years of related professional experience in a human services field such as: work in criminal justice addiction counseling, evidence-based practices, program management /monitoring and/or any or all the following certifications:

#### **Certifications**

**CBI, T4C, MRT and/or CAC II**

For consideration submit most recent resume and cover letter to via email to Ms. Sherille Eunice at [sherille.eunice@cjcc.ga.gov](mailto:sherille.eunice@cjcc.ga.gov)