

**JOB DESCRIPTION**

Title: **FORENSIC PROGRAM COORDINATOR**

**SPECIFIC AREA OF RESPONSIBILITY: BERKS COUNTY PRISON SUBSTANCE ABUSE TREATMENT PROGRAM**

Requirements: Masters degree in psychology or related social service field and/or specialized skills or training providing substance abuse treatment to forensic populations

Accountability: Deputy Director

Responsibilities:

1. To work closely with funding sources and assist Deputy Director in developing and evaluating program with respect to funding source requirements.
2. To network and collaborate with prison staff, other community providers, social service agencies, and referral sources.
3. To represent the prison treatment program and BCC in general at community meetings, task forces and other events.
4. To provide direct service to inmates.
5. To meet all necessary reporting requirements and represent the program on the agency's CQI Committee.
6. To develop and implement policies and procedures with respect to the program.
7. To hire, train, and supervise all prison treatment staff. To assume full responsibility for scheduling and coverage.
8. To develop and implement clinical programming to include (assessment, psychoeducation and early recovery support services) that meet the needs of inmates and are in full compliance with our contract with the Council on Chemical Abuse.
9. To meet regularly with the Clinical Director for supervision.
10. To perform all other assigned duties as required.

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Program Coordinator                      Date

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Deputy Director                              Date

**P3 OR P4**