

Job Description

Job Title:	DUI Evaluator
Position Type / Status :	Part Time
Hours:	Flexible
Location:	All Locations
Reports To:	Gary Chapell

Advocate Program, Inc. Overview

Advocate Program, Inc. is a multi-faceted community agency whose mission is to facilitate social change and enhance public safety through leadership, research, education, supervision, and services, utilizing best and evidence-based practices.

The Advocate Program, Inc. is a private, not-for-profit, 501 c (3) justice agency that offers probation, diversion, community service, DUI and traffic programs, domestic violence programs, substance abuse and mental health evaluations and treatment to court-ordered individuals. It has expanded to work with juveniles and families in the juvenile justice field, families impacted by family conflict and violence, and homeless veterans and their families.

Skills / Qualifications:

Evaluators shall possess a minimum of a bachelor's degree in human services, nursing or a Doctorate in medicine (M.D.). They shall possess a minimum of four thousand hours of experience in mental health/rehabilitative direct client services. A master's degree in human services, nursing or a doctorate in medicine (M.D.) may be substituted for two thousand hours of experience. A Certified Addiction Professional (CAP), a certified Criminal Justice Addiction Professional (CCJAP), or fourteen thousand hours of experience in human services substituted for a degree that is not in human services, but shall not preclude the requirements for a minimum of a bachelor's degree. Each beginning evaluator shall complete 20 hours of pre-service training. Each certified evaluator shall thereafter, complete a minimum of 24 hours of in-service training bi-annually.

Major Function:

Responsible for Clinical interviewing, assessing to determine a client's involvement with alcohol/other drugs and referral of DUI clients under the direction of a Clinical Supervisor who possesses a minimum of a Master's Degree.

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Responsibilities:

All Clients:

- Complete all required forms accurately and completely.
- Answer questions posed by clients within the scope of the evaluator's expertise and information, and refer client to competent authorities for all other information.
- Maintain a demeanor of respect and professionalism at all times.
- Communicate with the instructors and clinical supervisor regarding individual students, as needed for final disposition, and document comments for the client file.
- Conducts psychosocial evaluations using objective tests. Interviews clients to determine substance abuse involvement. Prepares narrative reports and makes referrals for treatment when indicated. Synthesizes client data to determine referral. Interfaces with community agencies and DUI Probation in the referral and client monitoring process.
- Documents all pertinent data in client files.
- Provides follow-up to termination of client from DUI Program.
- Works evenings as required or other assigned duties when necessary.

Special Supervision:

- Conduct extended evaluation as prescribed in the DHSMV Rules No. 15A-10.30 for clients who have been repeat offenders to determine if client will be admitted to the program and granted restricted driving permit.
- Supervise the Special Supervision Client privately for one half-hour on a monthly, bi-monthly or tri-monthly basis.
- Meets with Clinical Supervisor as the staffing committee to decide on case management plan, as well as other requirements that the client, if granted a restricted license, must fulfill to continue in the program.
- Meets with Clinical Supervisor as the staffing committee to decide on appointment frequency in second, third, fourth and succeeding years.
- Completes all documentation and paperwork required for administration of the case.

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I acknowledge receipt of this job description, and understand I am responsible for understanding its contents, and to ask for clarification if I have any questions. I further understand this description is intended to describe the essential job functions and qualifications for this position. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time. I also understand that no employee shall interact with clients on a personal, financial, business, social or sexual basis. Such activity may result in disciplinary action up to and including immediate termination of employment.

Employee Signature: _____

Print Name: _____

Date: _____