



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code: 4219

**TREATMENT COORDINATOR - DEPARTMENT OF CORRECTIONS &
REHABILITATION**

GRADE N

SCOPE OF WORK:

Work involves administration, clinical oversight, and coordination of multiple adult treatment programs provided to inmates at the ND State Penitentiary (NDSP) and James River Correctional Center (JRCC).

DUTIES PERFORMED:

- Manage the general operations and functions of the Treatment Department providing programs and services to inmates and their families.
- Supervise assigned staff; assign, monitor, and evaluate work performance; and provide training.
- Participate in recruitment process.
- Assist with establishing, monitoring, interpreting, and evaluating policies and procedures that ensure compliance with American Correctional Association (ACA) standards and other laws, regulations, or audit findings to ensure compliance and the efficient delivery of multiple mental health and social service programs.
- Provide clinical supervision to the counseling staff at NDSP or JRCC; coordinate development of comprehensive programming to facilitate inmate transition to community based programs.
- Conduct and oversee inmate behavioral health assessments for the purpose of making appropriate treatment recommendations.
- Provide oversight and assist with quality assurance for treatment programs, make staff assignments, provide assistance and mentoring.
- Facilitate and co-facilitate various treatment groups.
- Coordinate internship program for students requiring clinical experience for licensure or continuing education.
- Provide input to budget; manage and monitor expenditures.
- Coordinate program activities with other management staff; serve as a team leader; establish and provide a forum for problem identification and problem solving.
- Serve on committees; facilitate staff meetings.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a clinical license, master's degree in social work, psychology, sociology, counseling and guidance, or a related behavioral and/or social science field, and four

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Treatment Coordinator - DOCR

years of related professional work experience in providing and/or coordinating counseling services.

Eff. Date: 11/14