



COMMUNITY PARTNERS IN ACTION JOB POSTING

JOB TITLE: Intervention Specialist, Manchester AIC
POSTING PERIOD: August 20, 2019 – September 4, 2019
LOCATION: Manchester, CT

POSITION REQUIREMENTS

Master's degree preferred, plus 1 year experience or Bachelor's degree plus 3 years of experience working with criminal justice population. Equivalent work experience will be considered in lieu of education. Ability to interact with people of diverse backgrounds; experience with individual and group facilitation and group dynamics; experience conducting client assessments helpful; experience working with both men and women preferred; bi-lingual skills (English/Spanish) preferred; must be computer literate; must possess strong verbal and written and interpersonal skills. Must have valid driver's license. Schedule includes two late days per week – Tuesday/Thursday 12:30 PM – 8:00 PM.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Prepares, plans, and facilitates individual and group training sessions with integrity and fidelity to curriculum/manual
- Meets with clients individually to ensure understanding of content of services
- Performs case management functions as directed
- Demonstrates clear, accurate and concise written and verbal communication
- Able to recognize and address client ambivalence and resistance and help clients maintain motivation to change
- Conducts make-up sessions for clients
- Conducts booster sessions based on client needs
- Knowledge of cognitive-behavioral approaches
- Predisposed to offer concrete problem solving and to engage clients in skill building
- Able to recognize anti-social thinking, feeling and acting and demonstrates and reinforces concrete alternatives
- Monitors client behaviors and implements program behavior management system on a consistent basis
- Remains current on research and literature reviews with “what works” in changing offender behavior and recidivism reduction
- Serves as a role model to clients and staff modeling pro-social behaviors
- Assists in the development and implementation of Individual Service Plans
- Completes the necessary case documentation on each client in a timely and accurate manner
- Inputs data into the Contractor Data Collection System (CDCS) and maintains, updates, and utilizes the data as directed
- Utilizes the CPA Case Management System as directed
- Attends and participates in all trainings and booster sessions related to position
- Participates in quality assurance review of groups and client sessions
- Solicits client satisfaction feedback
- Establishes and maintains appropriate boundaries with clients and significant others
- Conducts urinalysis as requested
- Participates in related seminars, panels, and workshops to enhance visibility of agency and program
- Participates in effort of meeting performance based measures set by CSSD

POSITION INTERCHANGEABILITY:

- Performs duties of all other staff as required

REPORTS TO: Program Manager

Apply:

Email: jobs@cpa-ct.org (MS Word documents only)

Fax: (860) 967-3280

ONLY CANDIDATES SELECTED FOR INTERVIEW WILL BE CONTACTED.

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