**DOUGLAS COUNTY**
**SHERIFF'S OFFICE**

**JOB TITLE:** JBBHS Programs Administrator - JDC88

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| **Exempt**: No | **Job Type**: 4255E |
| **Pay Grade**: E425 | **Department**: Office of the Sheriff |
| **Approved/Reviewed By**: Sheriff Darren Weekly | **Date**: 01-10-23 |

**General Duties:** This 1.0 FTE position is funded in full by a grant through the Colorado Dept. of Human Services Office of Behavioral Health ("State"). Grant funding is requested annually. If the grant funding is reduced or not funded by the State, then this position may be reduced from its 1.0 FTE status or eliminated by the county. Under limited supervision, the administrator will perform and is responsible for a variety of complex administrative and managerial tasks, JBBHS (Jail-based Behavioral Health Services) program management, Jail Medication Treatment Induction/Continuation (JMAT), and the coordination of the Collaborative Program for Reintegration and its associated programs, reentry, and inmate job training preparation, to include: information collection and analysis, computer entry, statistical computation, legal research, and some supervision of contract/grant/co-located staff working with the facility. Must stay informed of emerging trends in this field and make recommendations for growth and improvements in the programs. Responsible for administration of the JBBHS grant and its programs (i.e., substance use disorder treatment; pre-sentence coordination; competency enhancement) in collaboration with DCSO Budget and Logistics and the County Finance Department. Requires strong collaboration and commitment to community safety and works diligently with community organizations, Federal, State and local government organizations, areas of the justice/legal system and faith-based communities, with the express intent of reintegrating inmates from custodial control back into the community and reduce recidivism.

**Reintegration:** The administrator is responsible for program management in the areas of JBBHS, reentry, employment workshop programs (Arapahoe/Douglas Works) and other related duties as assigned. Coordinates collaborative partnerships with multiple government and community organizations for the effective delivery and access to services for incarcerated persons transitioning into the community or other court ordered programs.

**Jail Based Behavioral Health Services (JBBHS):** The administrator has a limited supervisory role to ensure the grant and associated contractual employees maintain the required standards for the State. Additional responsibilities include the overall management and application of the grant and its associated funds, training and enabling of all necessary facilities and staffing for JBBHS programming. Maintain accounting of activities of contract mental health employees, and any restorative programs or resources provide through the Office of Behavioral Health (OBH).

**Jail Medication Treatment Induction/Continuation (JMAT):** Coordinates, refers inmates, implements, and oversees this program; its Colorado Department of Human Services contract and required quarterly reports, litigation reports, and official records. Objective of this program is to

deliver and support delivery of FDA-approved medications specifically for the treatment of opioid use disorder (OUD); reduce unmet treatment needs opioid overdose deaths through the provision of prevention and treatment recovery efforts for individuals in jail; MAT induction or continuation, MAT induction on day of release from custody, and/or MAT referral post release.

**Supervision Exercised:**

- Oversees the first-level daily detention facility work of contractual or part-time staff in the Detention facility, specific to JBBHS mental health employees assigned from All Health Network, Arapahoe/Douglas Works employees, and OBH pre-sentence navigator and a competency enhancement clinician.
- Monitor employee (contractor) schedules to ensure delivery of services in the Douglas County Detention Facility.

**Supervision Received:**

- Reports directly to the DCSO Detention Classifications Supervisor assigned to oversee these programs. Also, works with the appointed JBBHS project director with OBH regarding grant requirements. Overall operation of the Reintegration/JBBHS-reentry programs falls under the oversight of the Detention Division Commander.

**Examples of Abilities, Duties and Responsibilities:**

- Participate in JBBHS Program Coordination Group.
- Implement and maintain JBBHS policies and procedures.
- Comprehend the overall operation and mission of the Sheriff's Office and convert that knowledge into applicable written policies and procedures.
- Refer inmates to JMAT program as needed.
- Update Civicore or another designated database as required by OBH consistently.
- Coordinate with program partners. leadership and staff for the delivery of community programs, updates, services, procedures, and program changes.
- Prepare program position (and provide testimony as a program expert when needed) in response to proposed legislation.
- Direct the evaluation of a program(s) to determine if the program(s) is achieving its goals and objectives, meeting the needs of participants and community, and opportunities for program(s) expansion.
- Develop and recommend solutions for complex problems and highly sensitive issues where there may be significant coordination requirements.
- Schedule stakeholder meetings and maintain meeting minutes.
- Prepare reports including but not limited to quarterly reports; classification reports; litigation reports; mandatory reporting for the JBBHS program.
- Type accurately at a speed necessary of successful job performance.
- Demonstrate abilities to produce quality written work to include periodic program narratives, annual report preparation, grant writing and review, MOU development, form development, and policy and procedure development.
- Possess strong computer skills to include use of New World System (NWS), Jail Management System (JMS), all Microsoft Office products and strong use of Excel.
- Direct contact with offenders.
- Manage the related contracts and grants to include the filing of all annual reports; ensure that

grant expenditures are appropriate and comply with grant requirements; ensure that all grant-related expenditures do not exceed the approved award; ensure overall compliance with the terms of the grant.

- Coordinate with the mental health clinicians assigned to the JBBHS Program to ensure the staff has supplies for offenders.
- Schedule offenders for class enrollment in the JBBHS Program. Track offender's attendance in classroom.
- Pre-screen all offenders eligible for the JBBHS Program.
- Assist the deputy assigned in the follow-up of offenders upon release from the jail and the contacts the offenders have with the JBBHS mental health clinicians as required by the grant.
- Coordinate mental health clinician's daily activities to deliver the JBBHS program.
- Ensure program(s) compliance with ACA, CALEA, and NCCHC accreditation standards and provide necessary training.
- Ensure mandatory statutory requirements for outside contractors are maintained that include ACA, NCIC/CCIC/CJIS and training for employees.
- Attend stakeholders' meetings with Colorado Dept. of Healthcare Policy and Finance.
- Coordinate with the mental health clinicians so indigent or released inmates have the resources necessary for their success upon release.
- Track offenders as needed in the community or requested by the released inmate.
- Collaborate with community organizations, courts, other government providers regarding legal and social services.
- Work properly with confidential information.
- Coordinate and recruit interns.

**Minimum Position Requirements:**

- Bachelor's degree with a social science major related to duties or applicable 4 years of service-related experience in medical and mental health services, behavioral or social science, human services, and/or correctional supervision fields.
- Previous JBBHS, corrections reintegration, and/or grant management experience preferred.
- Strong organizational skills with ability to perform a variety of complex and high-level functions simultaneously and often autonomously.

**Other Certificates, Licenses, Registrations**: Must possess a valid Colorado driver's license.

**Essential Functions:**

Language Skills: Ability to establish and maintain effective working relationships. Ability to communicate in both oral and written form, at both the technical and system user levels.

Reasoning Ability: Ability to use common sense understanding to carry out instructions.

Other Skills and Abilities: Considerable knowledge of software applications and hardware used for automated processes. Knowledge of the following is required: Windows Operating Systems, various office applications including e-mail, spreadsheets, word processing, presenting programs, and MS Office. Some knowledge of training practices and principles. Skill in the use of a variety of data processing and office equipment. Ability to organize and prioritize numerous tasks. Knowledge

of basic computers. Ability to work with little or no supervision. Must possess strong time management skills. Ability to work beyond scheduled hours if necessary in a crisis. Ability to work non-traditional days and hours as needed.

Physical Demands: May occasionally be required to lift and/or move up to 40 pounds.

Work Environment: Work is generally performed in a Detention facility environment. Some local travel is required. Ability to work beyond scheduled hours in a time critical manner is required. A Sheriff's Office background check and fingerprint check is required.

Contacts: This position has daily contact with other employees, supervisors, managers, inmates, clinicians, and program providers. May have occasional contact with outside firms/vendors.
Independent Judgment: Work is performed independently. Must be able to use individual judgment and problem-solving skills to accomplish goals and achieve desired results.

Testimony: Must be able to provide credible testimony in a court of law or any other legal proceeding or investigation.

**Consequence of Error:** This job is professional-level work requiring a high degree of attention to detail due to significant political and financial consequences related to contract and grant management and grant reporting. Errors may result in inaccurate reporting causing loss of grant funding, loss of contract employees provided by external stakeholders, overspending in violation of grants and statute, etc.

**Note**: The successful applicant must be able to perform ALL the above job functions, unassisted, and at a pace and level of performance consistent with actual job requirements. These duties are intended to be illustrative only and are not all inclusive.

**Other:** In the event of an emergency/disaster in or near the County, all County employees are expected to make every effort to be available to assist the County Manager, Elected/Appointed Officials and Department Directors to ensure the continued operation of any and all necessary County functions. This may mean being available to perform additional duties and hours beyond what is normally required. If an exempt employee does work more than 40 hours a week in support of County operations during an emergency, such employee may receive overtime or other appropriate wage compensation in accordance with existing County policies or at the discretion of the County.