



U.S. Probation Office Western District of Arkansas

Probation Officer Specialist Drug & Alcohol Treatment Specialist

ANNOUNCEMENT #: 24-ARWD-16

POSITION TYPE: Full-time, Permanent

DUTY LOCATION: Any divisional office within the Western District of Arkansas

SALARY RANGE: CL 29 (\$82,718 - \$134,446) (depending on experience and qualifications)

OPENING DATE: Tuesday, November 26, 2024.

CLOSING DATE: Open Until Filled (Preference will be given to those applications received by Friday, December 27, 2024.)

OPEN TO: Current WDAR U.S. Probation Officers

POSITION OVERVIEW

The U.S. Probation Office in the Western District of Arkansas is seeking applications for a Drug & Alcohol Treatment Specialist. Specialists manage a caseload that includes a significant proportion of offenders/defendants of a specialized type and serve as local experts on cases of this type. The Drug & Alcohol Treatment Specialist is responsible for matters relating to the effective supervision of pretrial services clients, probationers, supervised releasees, and/or parolees who require involvement in a drug aftercare program, treatment, and/or testing. Officer specialists may guide the work of probation/pretrial services officer assistants and other staff. The incumbent is also responsible for contract administration.

SUMMARY OF DUTIES

- Serve as a resource and expert to the court, line officers, and staff in drug and alcohol cases. Guide, advise, train, and make recommendations to other officers, the court, and other individuals in cases involving area of specialization. Assist in developing policies and proposals to provide needed services. Train line officers on identification and treatment of offenders/defendants with drug and alcohol issues.
- Participate in on-going training and educational opportunities to further develop and/or enhance techniques and skills relating to investigation and supervision practices of offenders/defendants in area of specialization. Provide management and staff with ongoing updates related to changes with this offender/defendant population, and with procedural matters related to aftercare.
- Determine and evaluate on an ongoing basis the available resources throughout the district regarding alcohol and drug aftercare. Participates in the contracting process and in the post-award monitoring audits of contractors for contract compliance, conformance to district and national guidelines, and quality of service provided. This could include the regional catchment area associated with the incumbent's office or any other regional catchment areas throughout the district. Secure and contract aftercare services for offenders/defendants while adhering to procurement and contracting

guidelines and requirements. Maintain regular contact with contract providers to ensure compliance with contractual agreements. Ensure regularly scheduled meetings to assess offender/defendant progress. Monitor the accurate submission of billing documents from the providers to ensure the appropriate disbursement of funds.

- Act as liaison directly with the contractors in their catchment venue, which will include personal visits to the contractor. In this capacity, the incumbent is to work directly with the vendors to address training questions, program applications, individual case problems, and any other service-related matters.
- Assist in the preparation of estimates and justifications for annual operating budget for aftercare treatment; selection of treatment modalities; solicitation (preparation of RFPs—Requests for Proposals), evaluation, and recommendation of vendors for substance abuse and mental health aftercare services; and allocation of funding among treatment and laboratory contracts and purchase of on-site testing devices. Works closely with Budget and Procurement to verify invoices for payment.
- Assist in the development of new drug aftercare and mental health policies and procedures for staff by researching developing technologies, drafting testing protocols, preparing evaluation reports, and making recommendations for district or system-wide implementation.
- Provide consultation to judges, attorneys, and the agency's senior management concerning specialized service programs on substance abuse and mental health issues. Act as a liaison and maintain cooperative relationships with all components of the criminal justice system to include federal, state, or local law enforcement, correctional, and social service agencies. Represent the probation office, the court, and the probation system at inter-agency task forces, meetings, seminars, and conferences regarding substance abuse and mental health matters.
- Make formal presentations to interested groups. Assist in developing presentations that address offenders in the substance abuse and/or mental health category.
- Attend local, state, and national training in the areas of substance abuse, mental health, and dual diagnosis. Keep apprised of latest substance abuse treatment developments including intake assessments, drug screening methodologies, and outpatient, residential, and noncontractual service.
- Track developments in the law and update staff and the court as appropriate. Enforce court-ordered supervision components and implement supervision strategies. Maintain personal contact with defendants/offenders through office and community contacts and by telephone. Investigate employment, sources of income, lifestyle, and associates to assess risk and compliance.
- Provide advice, consultation, and program vision and direction and make proposals to the Chief.
- Acknowledges the District as an evidence-based organization and supports evidence-based practices.
- Ensures effective supervision practices are being used consistently and as intended (with fidelity) to produce desired outcomes.
- Utilizes evidence-based principles to consistently evaluate and improve organizational performance.
- Serves as a major communication catalyst and as a link between line staff and senior management, assuring implementation of administrative direction while concurrently

providing information to senior management for future action.

- Participate on the Action Team and perform secondary duties as needed.
- Other duties as assigned.

REQUIRED EXPERIENCE

To qualify for this position, a person must have at least three years of specialized experience as a federal probation officer, including at least one year as a CL-28 probation officer in the U.S. Courts. Specialized experience is defined as progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment.

COURT-PREFERRED COMPETENCIES

- Strong verbal and communication skills. Ability to effectively convey information orally and in writing.
- Ability to project a calm and professional demeanor while under pressure.
- Ability to inspire others by generating optimism, promoting enthusiasm, and encouraging buy-in.
- Displays integrity and trust. Conducts oneself in a candid, honest, authentic, and reliable manner.
- Ability to build constructive and effective relationships.
- Ability to act in accordance with the court unit's mission, vision, and values.
- Commitment to professional growth, and able to adjust performance in response to feedback.
- Pursues work with energy, perseverance, and a focus on desired outcomes.

As a senior officer, the incumbent will be expected to communicate effectively, lead with maturity and passion, and assist in the professional development of staff. The selected candidate will be expected to demonstrate an understanding of the Charter of Excellence and will exemplify such in their day-to-day behavior. The incumbent will be required to apply to the Federal Court Leadership Development Program and if selected, participate and complete the program.

APPLICATION PROCEDURES

Qualified applicants should submit no more than a two-page letter of interest to jobs@arwd.uscourts.gov with the subject line of "24-ARWD-16 Probation Officer Specialist". The letter of interest should outline what you have done to: 1) Contribute to a positive work culture and environment; 2) Further develop your leadership skills; 3) Develop those officers that are less tenured than yourself and prepare them for leadership opportunities in the future.

The U.S. Probation Office reserves the right to modify the conditions or withdraw this vacancy announcement or fill the position at any time before the closing date, any of which may occur without prior notice. Multiple vacancies may be filled from this announcement. If a subsequent vacancy of the same position and location becomes available within a reasonable time of the original announcement, the Chief U.S. Probation Officer may elect to select a candidate from the original qualified applicant pool.

The court provides reasonable accommodations to applicants with disabilities in accordance with the American with Disabilities Act. If you need a reasonable accommodation, please notify human resources at kara_pittman@arwd.uscourts.gov. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The United States Probation Office for the Western District of Arkansas is an Equal Employment Opportunity Employer and values diversity in the workplace.