



**United States Probation Office
District of Rhode Island
Two Exchange Terrace
Providence, RI 02903**

CAREER OPPORTUNITY

Position	Drug, Alcohol and Mental Health Specialist
Announcement #	18-02
Date Opened	March 2, 2018
Closing Date	March 23, 2018, by close of business
Location	United States Probation Office, Two Exchange Terrace, Providence, Rhode Island
Classification/ Salary Range	CPS 29 \$77,105 – \$125,369, based on qualifications and experience
Position Summary	<p>The United States Probation Office for the District of Rhode Island is accepting applications for a full time Drug, Alcohol and Mental Health Specialist located in Providence, RI. This vacancy announcement is also open to existing U.S. Probation Officers seeking a promotion/transfer to the district.</p> <p>The specialist is a resident authority for the district in supervising individuals with specialized risk/need areas, in addition to performing functions of a line officer. Specialists maintain current knowledge of monograph policies and procedures and remain current regarding developments in treatment services, community resources, contracting, drug testing, and/or technology associated with high risk cases under their supervision.</p> <p>The United States Probation Office is committed to the goals, mission and values of the United States Probation and Pretrial Services Charter for Excellence. Irregular working hours, including weekend work, may be required to support the Court, defendants and offenders.</p>
Representative Duties	<ul style="list-style-type: none">• Serves as a resource for staff and the Court on matters related to treatment services and the defendant/offender population;• Manages the District's urinalysis and color code program;• Manages a specialized case load of high risk defendants/offenders including those with significant mental health conditions and substance abuse disorders;• Supervises other high/moderate risk offenders as needed;• Serves as the subject matter expert for officers and vendors, enforcing the requirements of the Blanket Purchase Agreements (BPA) and Purchase Orders;• Ensures vendor compliance with the BPA, conducts ongoing training to ensure understanding with the BPA, and addresses noncompliance with corrective measures;• Conducts treatment provider monitoring visits and completes monitoring reports, as required by National policy;• Completes required procurement training; reviews monthly billing documentation from vendors to ensure the appropriate disbursement of funds;• Evaluates the available treatment resources throughout the district on an ongoing basis;• Updates District treatment policies and procedures and provides related training to staff as needed;• Participates in training opportunities for high risk offenders;• Serves as a district STARR Coach;• Other duties as assigned by the Chief U.S. Probation Officer.

Qualifications**Minimum Qualifications:**

To qualify for a position of Drug, Alcohol and Mental Health Specialist CL 29, an applicant must have received a Bachelor's Degree from an accredited college or university and possess at least three years of specialized experience, one of which must have been at the next lower grade level or its equivalent. The three years of specialized experience is mandatory and does not permit any substitutions.

Specialized experience is 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. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

To qualify for a CL 29 law enforcement position, applicants must have completed at least one year as a CL 28 level officer. Any exception to that requirement must be approved by the AO.

Preferred Qualifications:

These additional qualifications, skills and experience are preferred, but not required:

Three years of specialized experience is preferred, including completion of MRT and STARR training. Thorough knowledge of national policies on treatment service providers. Thorough knowledge of substance abuse and mental health treatment issues and challenges. Ability to identify and evaluate needs; develop and write proposals, policies, and procedures; implement programs. Ability to conduct training and provide consultation.

The successful candidate will also display knowledge of federal law and the criminal justice system particularly as it relates to mental health and substance abuse management in the federal probation, pretrial services, and parole policies and procedures. Ability to analyze information and articulate legal requirements.

Knowledge of surrounding community and available community resources. Ability to identify and evaluate needs, develop proposals, and implement programs. Ability to conduct training and provide consultation. Ability to interview people with diverse backgrounds, their families and others in the community to obtain the information needed.

Personal Characteristics

As substantial personal contact with Judicial Officers, staff, the public and other agencies is required, successful candidates must be able to maintain a professional demeanor, work harmoniously with others, and be responsive, courteous, and consistent. Successful candidates must be flexible and conscientious about detail and accuracy and must be able to balance the demands of varying workload responsibilities and deadlines. The successful candidate will have unquestioned character, integrity, and reliability. Excellent written and verbal communication skills are required. The successful candidate will be able to maintain confidentiality of sensitive personnel and other key/sensitive information and have excellent judgment. The successful candidate must be able to manage multiple priorities, projects, and assignments with a positive attitude and outcome.

Maximum Age and Medical Requirements

Applicants must be a United States Citizen or eligible to work in the United States.

Because Probation Officers are covered under Law Enforcement Retirement provisions as defined in Title 5, United States Code, Chapters 83 and 84, applicants must be under the age of 37 when hired and must meet stringent physical requirements.

Incumbents will be subject to ongoing random drug screening, updated background investigations every five years and, as deemed necessary by management for reasonable cause, may be subject to subsequent fitness-for-duty evaluations.

Benefits

U.S. Probation Officers participate as hazardous duty law enforcement officers under the Federal Employees Retirement System (FERS). U.S. Probation employees are Judicial branch employees and work for the U.S. Courts. Employees of the U.S. Probation Office are "At Will Employees" and are required to adhere to a Code of Conduct for Judicial Employees. Employees are entitled to the accrual of 13 to 26 days of annual leave based on years of service, as well as 13 days of sick leave per year. There is optional enrollment in federal health insurance, group life insurance, long term care options, long-term disability insurance, flexible spending program (pre-tax flexible spending for health care and dependent care) and a tax deferred Thrift Savings Plan. There are 10 paid federal holidays per year. Creditable time in service in other federal agencies, or the military will be added to judiciary employment when computing employee benefits. This position is subject to mandatory electronic funds transfer (direct deposit) participation of salary payments.

Application Process Qualified applicants should submit an original:

- Letter of interest, which addresses qualifications, skills, education and experience necessary to perform the duties of the Drug and Alcohol Treatment Specialist;
- Detailed resume;
- Completed Application for Judicial Employment, form AO-78 (available at <http://www.uscourts.gov/forms/AO078.pdf>); and
- Copies of your last two (2) performance evaluations.

HR@rip.uscourts.gov.

*Please include #18-02 in the subject line.

Please note: Incomplete application packets may not be considered.

Selected applicants will be contacted for an interview.

The United States Probation Office reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, any of which actions may occur without prior written notice or other notice.

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