

JOB DESCRIPTION

JOB TITLE: Cognitive Skills Specialist

JOB RESPONSIBILITIES: Responsible for the direct implementation of cognitive behavioral programming for clients.

Essential functions of this job include, but are not limited to:

Conducts cognitive skills programming as scheduled.

Adheres to program integrity of curriculum being taught.

Reviews all available information about clients and their program requirements.

Initiates/completes required statistical reports in an accurate manner and submits them to supervisor.

Evaluates clients' overall progress and goal achievement and communicates the status to clients on a regular basis as required by the program.

Prepares and maintains accurate, organized, and updated individual files and records individual progress notes and outside correspondence according to Agency specifications.

Provides clients with education about the cognitive errors that support a criminal lifestyle.

Educates and assists clients in utilizing cognitive behavioral techniques to counter act the use of destructive thinking patterns in accordance with cognitive behavioral strategies.

Coordinates services with Caseworkers, other staff, and other agencies in the community and maintains accurate documentation of same.

Assists Cognitive Behavioral Administrator and Cognitive Behavioral Coordinator with orienting and/or training new Cognitive Skills Specialists in job duties.

Educates/trains current employees (formal and documented training) within the Agency about pertinent cognitive skills information, etc.

Ensures clients have schedules and are notified to attend their programming or informs the appropriate staff of missing client schedules.

COMMUNICATION AND INTERPERSONAL SKILLS

Represents the Cognitive Behavioral Programming Department and Agency at designated community proceedings.

Prepares and maintains accurate records, documents, and outside correspondence according to Agency specifications.

Facilitates and maintains productive communication while maintaining a professional, prosocial relationship with clients and employees.

Maintains appropriate boundaries with clients and employees.

De-escalates potentially volatile situations between clients when necessary utilizing cognitive-based intervention strategies.

MODELING SKILLS

Speaks positively about the program, staff, and the Agency.

Speaks positively about programming, law enforcement, courts, and the law in general.

Verbalizes prosocial thinking. Displays prosocial behavior.

KNOWLEDGE

Demonstrates respect toward employees and clients.

Demonstrates an understanding of the importance of linking assessments, IPPs, and criminogenic needs to cognitive skills programming.

Continues professional training and stays current in professional development.

Manages time and organizes work demands appropriately. Meets deadlines established by the Cognitive Behavioral Programming Department.

Ensures clients' rights are upheld. Maintains client and staff confidentiality according to Agency policies and procedures; state law; and federal regulations to include Confidentiality on Alcohol and Drug Abuse Patients Records, 42 C.F.R. Part 2 and the Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), 45 C.F.R. Parts 160 and 164.

Attends staff meetings and required training sessions.

Travels to different work sites as needed and/or directed by supervisor (e.g., North Star, Justice Center).

Uses proper spelling and grammar as required for court related legal documents and correspondence.

Has some knowledge of Microsoft Office (Word, Excel, etc).

This job description in no way states or implies that these are the only duties to be performed by this employee. He/she will be required to follow any other instructions and to perform any other duties requested by his/her supervisor.

Complies with all Agency security standards, including procedures and electronic equipment/devices.

Regular work schedule of 40 hours per week.

STRENGTH RATING/

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to talk and hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus.

WORK

ENVIRONMENT: While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.

QUALIFICATIONS: Bachelor's degree in Behavioral Science or related field required. Working knowledge of Cognitive Theory and Social Learning Theory preferred. Prior experience in corrections or related field preferred. Must possess a valid Ohio driver's license and a driving record that does not preclude the employee from being covered by Agency liability insurance. Must have the ability to effectively work with Agency employees, outside contacts, and a diverse client population.

SUPERVISED BY: Cognitive Behavioral Administrator or Cognitive Behavioral Coordinator or Senior Cognitive Skill Specialist

SUPERVISES: No One