

Job Description

Job Title: Staff Fidelity Specialist **Job Code:** 905206 **Job Family:** Public Safety
Pay Grade: JC.16.16 **FLSA:** Non-exempt **EEO:** Professional
Department/Agency: Countywide **Position Number(s):** Multiple
Recommended Position Title(s): Staff Fidelity Specialist

The following Core Competencies apply to everyone and are essential to all County jobs:

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

Essential Duties:

- Assists supervisors in developing a skill development plan and/or performance improvement plan for staff who are not able to reach an adequate level of proficiency during skill coaching; coaches and supports supervisory staff for proficiency in skills coaching for the LSI-R, YLS-CMI, case planning, and other risk reduction tools; coaches individual case managers towards improved skill level when lack of proficiency is determined; indirectly supervises case management staff by providing information regarding the case manager's skill level with the LSI-R, YLS-CMI, and/or other tools to appropriate senior case managers to be included in the annual appraisals for case managers.
- Conducts regular fidelity audits to monitor and assess staff skill level in various case management initiatives aimed at risk reduction - these initiatives shall include Motivational Interviewing, EPICS II, Level of Service Inventory Revised (LSI-R), Youth Level of Service Inventory/Case Management Inventory (YLS/CMI) and use of Cognitive Case Management techniques; identifies areas in need of improvement and provides feedback and training to case management staff based on these reviews; communicates with Risk Reduction Coordinator and Senior Case Managers regarding staff skill level; provides continuous quality improvement support and feedback for operational staff in facilities to support the use of initiatives such as Motivational Interviewing, Cognitive Reflective Communication, and Core Correctional Practices; monitors evidence based programming offered on site for proficiency and quality; offers feedback to program facilitators regarding effectiveness and efficiency; assists in monitoring of Court authorized programming in the community; demonstrates and serves as a role model to staff when communicating with clients, ensuring the use of appropriate communication techniques; acts as an advocate for client needs while always maintaining public safety as the top priority.
- Develops curriculum and provides training as related to risk reduction initiatives such as Motivational Interviewing, Cognitive Behavioral skills training, EPICS, LSI-R, and YLS-CMI; provides training to staff in all size groups and individually as needed to support the proficient use of the LSI-R and YLS-CMI and other risk reduction initiatives; works closely with the Training Coordinator and Training Officers to schedule and plan appropriate Risk Reduction training, ensuring that there is an emphasis on this type of skill training; remains current with specific curriculum delivery and individual presentation skills.
- Works with Justice Information Management System staff and departmental project managers to track data to monitor the number of staff who obtain minimum proficiency for each initiative including risk assessment tools and case planning and referral; tracks dosage of interventions at each level of risk; monitors associated performance measurement in such areas as recidivism, success rates, etc.; seeks, reviews, and evaluates evidence-based curriculum used to address program needs; develops methods to gain feedback from case managers and client participants regarding responsiveness to curriculum and delivery; completes other duties and projects as assigned.

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Supervisory Responsibilities:

- Yes No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.

Minimum Job Requirements:

Bachelor's degree in Criminal Justice, Corrections, Social Work, or related field.; five (5) years of experience in the Corrections field with at least two years of experience in the use of evidence-based programming; successfully pass a criminal history check; and possess a valid driver's license with an acceptable driving record.

Applicant must submit to and pass a pre-employment, post-offer drug screen prior to employment.

Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.

Preferred Job Requirements:

Two (2) years of experience in staff training and development; certification to train staff in LSI-R, EPICS, Motivational Interviewing, Cognitive Behavioral Theory, and other risk reduction related initiatives.

Education/Experience Substitutions:

- Yes No Experience may be substituted for degree.
- Yes No Education may be substituted for experience.

Physical, Environmental, and Special Working Conditions:

Weather essential Department and County job.