

**Correctional Program Support Coordinator: Behavioral Health Services Coordinator  
(Executive Service)**

**Salary range: \$3,924 - \$7,063**

**Contact: Mark Simpson at [Mark.Simpson@tn.gov](mailto:Mark.Simpson@tn.gov) or 615.253. 8163  
By Friday, April 22, 2016.**

**Description:** Provide oversight of all residential and outpatient substance use treatment programs in 14 prisons as well as substance use treatment services provided to offenders under Community Supervision.

**Education and Experience:** Licensed Alcohol and Drug Abuse Counselor (LADAC) in the state of Tennessee required. Master's Degree from an accredited college or university in social work, psychology, counseling or equivalent social services field preferred, but will reconsider educational requirements for exceptional candidate with LADAC. Three (3) plus years working in a correctional setting plus experience in supervising related programs (e.g., substance use counseling, co-occurring treatment services) preferred.

**Responsibilities:**

- Oversees all residential and non-residential substance use treatment programs in TDOC facilities.
- Assesses strengths and weaknesses of institution programs and implements strategies for addressing program deficiencies.
- Develops and conducts staff training and continued professional development.
- Conducts site visits and meets with staff and participants to assess program success.
- Develops, reviews, and implements revisions of program policies and procedures.
- Collects data and prepares written reports.
- Provides oversight of statewide offender drug testing.
- Provides oversight of Federal grant for substance use treatment services.
- Facilitates regular communication with substance use treatment managers and disseminates important information in support of clinical services and program operations.
- Ensures programs are utilized to capacity by reviewing bed management reports and working collaboratively with Operations to place participants in programs.
- Serves as subject matter expert on the delivery of substance use treatment services to various state DOC personnel, Board of Parole, other state agencies, vendors, and community resources.