



Job Title:	Jail Substance Abuse Program Assistant	FLSA:	Exempt
Department/Group:	Substance Abuse	Reports To:	Jail SAP Coordinator
Location:	Maysville Detention Center	Travel Required:	Yes
Position Type:	Full-time		
HR Contact:	Mary Breeze	Date posted:	
Will Train Applicant(s):	Yes	Posting Expires:	-----
Job Description: This employee has the responsibility to assist with the day-to-day operations of the Mason County Detention Center Jail Substance Abuse Program (JSAP). Duties will include administrative, as well as direct contact with JSAP participants.			
Applications Accepted By:			
Drop off at Comprehend Office 611 Forest Avenue Maysville KY, 41056		Email: mbreeze@comprehendinc.org	
Job Description			
Role and Responsibilities			
<ul style="list-style-type: none"> • Work closely with JSAP coordinator and assist with administrative oversight and day-to-day management of JSAP. • Assists program participants in gaining needed access to medical, social, education and other support services within and outside the JSAP. • Maintain a safe, healthy and sanitary environment for stabilization/rehabilitation. • Assist with intake and admission procedures for entry into the JSAP. • Prepare and maintain necessary reports, collect required paperwork and documentation for program participants. • Coordination of purchasing supplies, groceries and other needed items for day-to-day operation of the JSAP. • Assist with daily JSAP groups and programming as background and training permit. • Other duties as assigned by the JSAP Coordinator or Adult Services VP. 			
Qualifications and Education Requirements			
<ul style="list-style-type: none"> • Bachelor of Arts or Science Degree in any of the behavioral sciences, or corrections from accredited institution preferred. Behavioral Sciences include psychology, social work, sociology, counseling, and human services. • Public Speaking and Training skills preferred. • Comfortable working in correctional settings. 			
Special Requirements			
<ul style="list-style-type: none"> • Willing and able to travel inside and outside of the region. • Valid Driver's License. 			
Reviewed By:		Date:	
Approved By:	Human Resource	Date:	
Employee Signature:			
Last Updated By:	01/19/2021		

