



Opening Date: August 15, 2017

Closing Date: August 29, 2017 5 p.m.

**Official Sanpete County Sheriff's**  
**Part time, Paid Substance Use Intern**  
**Job Opening Notification**

The Sanpete County Sheriff's Office is currently recruiting for a Paid Substance Use Intern to work under the supervision of the Substance Use Disorder Counselor (SUDC) to offer services to offenders in the Sanpete County Jail under the RSAT and JRI programs. This position is a non certified, part time substance use intern position working a maximum of fifteen (15) hours per week..

**Job Description**

- Monitor substance abuse testing for offenders housed at the Sanpete County Jail.
- Interview offenders, observe physical responses and make written notes
- Must complete New Hire training
- This position works under the direct supervision of the Substance Use Disorder Counselor.
- Teach life skills classes to inmates.
- This position requires direct contact with inmates with an officer's supervision.

**Knowledge, Skills and Abilities (KSA)**

This list contains KSAs that are typically associated with the job. It is not all-inclusive and may vary from position to position.

- Use of computer word documents and type at least 40 wpm
- Assess physical, mental, social or economic needs
- Provide substance use assessments to offenders
- Compose and produce reports, documents and related material
- Ability to teach and instruct life skills classes to inmates
- Communicate information and ideas clearly, and concisely, in writing; read and understand information presented in writing
- Interviewing techniques
- Speak clearly, concisely and effectively; listen to, and understand, information and ideas as presented verbally

**Application** (Application packet are obtained from the office or by accessing [www.sanpetesheriff.org](http://www.sanpetesheriff.org).)

- Must complete a current Sanpete County Sheriff's Office application packet
- Must pass Utah POST type standard background check.
- Applicants must possess or be able to obtain a valid Utah State Driver License within 30 days of being hired.  
(copy of current Driver License must be submitted with application.)
- Must have a high school diploma or equivalent. Preference will be given for those working on a degree in psychology related fields
- Must be at least 21 years old and a U.S. citizen at the time of appointment.
- Must pass a risk factor assessment.
- Must pass a pre-employment drug screen.
- Maintain a flexible work schedule

Preference will be given for those applicants who have worked in a correctional setting or substance use or abuse field.

You may mail or drop off your completed application packet, prior to the closing date and time, to the Sanpete County Sheriff's Office, C/O Beverly Thomas, 1500 South Highway 89, PO Box 130, Manti, UT 84642 (435) 835-2191

The salary was determined by the Sanpete County Sheriff and County Commissioners at \$12.97 per hour. No benefits are offered.

*Sanpete County is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, age or disability. The County provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Action. For accommodation information of if you need special accommodations to complete the application process, please contact Human Resources for Sanpete County, 435-835-2142.*