

**KANSAS SENTENCING COMMISSION**  
**Program Director**

**Job Title:** Program Director

**County:** Shawnee

**Agency Name:** Kansas Sentencing Commission

**Posting Type:** External, Full Time, Benefits

**Applications accepted through:** Until Position is Filled

**Goal of the 2003 SB 123 Drug Treatment Program:**

The goal of the program is to provide community supervision and the opportunity for substance abuse treatment to convicted nonviolent drug possession offenders with drug abuse problems in order to more effectively address drug offenders entering state prison, which should be reserved for serious, violent offenders. The Commission administers the statewide program. This position provides an important monitoring function within the program to achieve effective outcomes and efficiently focus resources.

**Job Description:**

**2003 SB 123 Program Monitoring**

- Working with treatment providers to ensure offender receives appropriate level and length of care
- Interfacing and problem solving with supervising officers, treatment providers and contractors
- Authorizing or rejecting treatment decisions that deviate from program standards upon request from treatment providers
- Collecting data and information from SB 123 assessments, treatment provider records and other relevant sources
- Assisting SB 123 Accountant in billing and administrative functions
- Provide technical support while serving as a resource for treatment providers, community corrections and others
- Assemble data through TOADS and the payment database to analyze the objectives of the program
- Review and supervise ongoing revisions and implementation of the SB 123 Operations Manual
- Serve on SB 123 KSSC committees or related task forces which includes presentations, planning meetings and setting agenda
- Monitor legislation that would impact the integrity of the program
- Prepare, monitor and modify quality control and quality assurance of the SB 123 program through the auditing process
- Work with research staff and contractors to analyze data, measure outcomes and publish reports related to the program

**Program and Policy Development**

- Developing, proposing and implementing policy to improve client outcomes and maximize efficient use of resources
- Working with stakeholders on the Commission and treatment providers to make data-driven program improvements
- Working with Executive Director and SB 123 team to update SB 123 Operations Manual

**Presentations and Training**

- Provide training and presentations to treatment providers, court services, probation supervision staff and other entities as requested by the Executive Director.

**Miscellaneous Office Functions**

- Cooperate and contribute to the agency team
- Participate in meeting set-up and assist with other agency needs as necessary
- Perform other tasks as directed by the Executive Director

- As part of the agency team, provide telephone coverage on a rotating basis for a portion of a day as assigned
- Some travel may be required

### **Supervision/Leadership**

As part of the management team, performing essentially the same or similar work as those overseen, responsibility includes training, instructing, scheduling and reviewing. As a "project leader" may be responsible for a phase(s) of a single project which includes planning, coordinating and reviewing the work of others. This level may also involve administrative responsibility such as supervising staff and participating in the evaluation of work performance.

### **Minimum Requirements:**

- **Bachelor's Degree in Addiction Counseling, Social Work, Psychology or a related field**
- **3+ years of industry experience**

### **Preferred Requirements**

- **Master's Degree in Addiction Counseling, Social Work, Psychology or a related field**
- **5+ years of industry**

**Salary Range:** \$43,000 - 46,000 annually, depending on experience and qualifications, in addition to State of Kansas employee benefits

### **How to Apply:**

Send all required documents to Brenda Harmon, [Brenda.Harmon@ks.gov](mailto:Brenda.Harmon@ks.gov), or by mail to:

Brenda Harmon  
Kansas Sentencing Commission  
700 SW Jackson, Suite 501  
Topeka, KS 66603

- **Required Documents include resume, cover letter, at least three professional and/or academic references and Kansas Tax Clearance Certificate**
- Academic transcripts will be required at time of interview.
- A Tax Clearance Certificate is required for all applicants. Obtain your certificate by following the instructions at <http://www.ksrevenue.org/taxclearance.html>.
- Your application will be considered incomplete and you may be found ineligible if you fail to submit all required documentation.

**KANSAS TAX CLEARANCE CERTIFICATE REQUIRED:** Each applicant applying for a State of Kansas job vacancy must obtain a valid Kansas Certificate of Tax Clearance by accessing the Kansas Department of Revenue's website at <http://www.ksrevenue.org/taxclearance.html>. A Tax Clearance is a comprehensive tax account review to determine and ensure that an individual's account is compliant with all primary Kansas Tax Laws. A Tax Clearance expires every 90 days. **Applicants are responsible for submitting a valid certificate with all other application materials to the hiring agency.** This is in accordance with Executive Order 2004-03.

### **Recruiter Contact Information:**

Name: Brenda Harmon  
Kansas Sentencing Commission  
700 SW Jackson, Suite 501  
Topeka, KS 66603

Email: [Brenda.Harmon@ks.gov](mailto:Brenda.Harmon@ks.gov)

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