

**POSITION DESCRIPTION
COUNTY OF DEKALB, INDIANA**

POSITION: Pretrial Programs Facilitator
DEPARTMENT: Community Corrections
WORK SCHEDULE: As Assigned
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: August 2019

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. DeKalb County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Pretrial Programs Facilitator for the Community Corrections Department, responsible for managing, planning, and providing services for assigned cases.

DUTIES:

Uses principles of evidence based practices as a guide in interactions with program participants and maintains a safe, respectful environment.

Monitors compliance of program rules and any special conditions ordered by the court.

Conducts assessments and prepares case plans.

Collaborate on cases with Probation Officers, Prosecutor, law enforcement, and Community Corrections staff, as needed.

Plans and provides program services, case management services, training in activities of daily living, crisis intervention and consultation based on evidence based practices.

Interviews and investigates potential participants.

Completes program participant intakes. Maintains current, accurate case files, including classifying participants according to risk based on IRAS results, recording participant's behavior and compliance with the court's order.

Documents all violations and processes them appropriately. Contacts outside agencies to review participant's progress/attendance with agency.

Acts as referral agent for employment and/or continuing education.

Forwards termination reports to referral source.

Collects drug screens and maintains drug screen records.

Assists in the verification of participant records and review GPS data, as required.

Assists supervisor with department electronic monitoring system and maintains equipment inventory.

Assists in preparing statistical and other reports, as required.

Serves on Screening Committee and Veterans Court Team at the request of the Executive Director or by Pretrial Services Coordinator.

Attends weekly staffing meetings.

Testifies in court, as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Bachelor's degree in social services or related field or equivalent experience.

Must model Pro-Social behavior at all times and in all places.

Ability to meet all departmental hiring requirements, including passage of a drug test and Indiana Department of Child Services substantiated cases check and ability to obtain and maintain IRAS/TYAS certifications within one (1) year of employment.

Working knowledge of and ability to use a variety of computer software utilized by department, including Microsoft Word, Excel, and Outlook.

Working knowledge of standard English grammar, spelling and punctuation, and ability to type with speed and accuracy and prepare reports.

Ability to effectively communicate orally and in writing with co-workers, other County departments, court personnel, outside agencies, participants, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to use standard office equipment including computer, copier, calculator, fax machine, copier, scanner, telephone, and vehicle.

Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.

Ability to comply with all employer/department personnel policies and work rules including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile individuals.

Ability to make simple arithmetic calculations.

Ability to compile, collate, or classify data.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time and work rapidly for long periods often amidst frequent distractions and interruptions, occasionally under time pressure.

Ability to occasionally work extended hours and weekends.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent performs a wide array of complex duties involving past precedents and new developments. Incumbent operates within general guidelines and rules, exercising discretion and independent judgment in selecting the appropriate guidelines and/or rules to apply to specific cases or circumstances.

III. RESPONSIBILITY:

Incumbent performs standardized duties with work priorities primarily determined by a flexible, customary routine. Assignments are guided by definite objectives using a variety of methods or procedures. Incumbent has moderate flexibility in the job. Decisions are always determined by specific instructions or existing, well established policies and procedures. Errors are primarily detected through procedural safeguards.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, court personnel, outside agencies, participants, and the public for purpose of giving and receiving information.

Incumbent reports directly to Pretrial Services Coordinator.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs a majority of duties in a standard office environment and vehicle, involving sitting for long periods, standing/walking at will, keyboarding, lifting/carrying objects weighing under 25 pounds, crouching/kneeling, bending/reaching, driving, speaking clearly, and hearing sounds/communication. Incumbent may be exposed to potentially irate/hostile individuals.

Incumbent occasionally works extended hours and weekends.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Pretrial Programs Facilitator for the Community Corrections Department describes the duties and responsibilities for employment in this position.

I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee signature

Date

Print/Type name