



Allen County Job Descriptions

PART- TIME COMMUNITY SERVICE SUPERVISOR

Department: Community Corrections
Classification/Level: Part Time Pole III

FLSA Status: Nonexempt
Date: 12/2020

Under the direction of the Community Projects Coordinator, the Community Service Supervisor is responsible for the supervision of thirteen or more Community Service Work Crew Program participants at any given time ordered to perform community service by providing transportation, monitoring and verification, ensuring contracted work is completed accurately and efficiently. This position is also responsible for ensuring the proper maintenance of all vehicles and equipment used to transport participants to contracted work. This position is Not Covered as defined by The Board of Commissioners of the County of Allen Employee Handbook.

ESSENTIAL FUNCTIONS:

- Directly supervises high-risk misdemeanor and/or felony offenders assigned to perform community service, ensuring contract work is completed.
- Assigns specific tasks and hours worked to program participants based on individual performance.
- Maintains accurate record of each program participant's attendance and hours worked.
- Transports program participants and equipment to and from assigned work sites, maintaining frequent contact with the Communications Division informing them of location, time of arrival and time of departure from each work site.
- Monitors and observes safety standards to protect program participants and reports any conduct violations of Allen County Community Corrections (ACCC) rules and regulations to appropriate staff.
- Prepares detailed written reports for any incident, altercation or observation of obstacles that may affect the daily operation of the community service program.
- Uses effective communication techniques and training to de-escalate any sensitive situation involving program participants that may occur in transit or at the work site.
- Provides assistance and demonstrates tasks needing performed to program participants and answers questions, address concerns and monitors performance throughout the project.
- Maintains the cleanliness of vehicles and equipment in use, schedules vehicle services and repairs any equipment, as needed.
- Maintains ACCC building and grounds to ensure all areas are clean and professional in appearance.
- Conducts and facilitates the Community Service Work Crew Program orientation in absence of the Community Projects Coordinator.
- Assists with the delivery and mail system for ACCC in absence of the Community Projects Coordinator.
- Performs all other duties as assigned, including overtime as required.

REQUIREMENTS:

- High School Diploma or GED and more than one year of experience working in a fast-paced, high stress environment.
- Knowledge of legal terminology and the criminal justice system and how it relates with Allen County Community Corrections

REQUIREMENTS (Continued):

- Strong written and verbal communications skills
- Ability to write detailed reports and have great attention to detail.
- Ability to supervise high-risk misdemeanor and/or felony offenders.
- Working knowledge of defensive tactics
- The agency subscribes to the National Institute of Corrections' Eight Principles of Effective Intervention (EBP), must be able to complete required Correctional EBP training programs and demonstrate competencies that focus on empirical recidivism risk reduction strategies.
- Ability to be certified in Motivational Interviewing (MI) within twelve months
- Valid Driver's License to operate County vehicle.

PERSONAL WORK RELATIONSHIPS:

The Community Service Supervisor maintains frequent communication with other County employees, program participants, government agencies and community organizations when overseeing the Community Service Program Work Crew.

WORKING CONDITIONS:

The Community Service Supervisor works in a standard office environment with the ability to move around freely including frequent time spent standing, walking, lifting up to sixty pounds, bending, pushing/pulling loads, reaching over head and kneeling. Some crawling, typing and proofreading exist and frequent attention to detail, monitoring equipment and detailed inspection is required. Frequent exposure to dangerous equipment, chemicals and noise and very frequent exposure to extreme temperatures exists. Daily contact with program participants who have been convicted of various misdemeanor and felony offenses and may be dangerous, violent and/or abusive.

SUPERVISION:

The Community Service Supervisor is responsible for the supervising the Community Service Work Crew Program which consists of up to fifteen participants.

LICENSING:

Valid Driver's License to operate a County vehicle.

IMMEDIATE SUPERVISOR:

Community Projects Coordinator

HOURS:

Saturday 7:30 a.m. – 3:30 p.m. typical, and as needed, up to 29 hours per week.

EEO CATEGORY:

1105

WORKERS'S COMP CODE:

8820

I agree that the contents of this job description are a fair and accurate representation of the duties of this position being described.

Employee Printed Name: _____

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____