

Jackson Jennings Community Corrections is looking for energetic team members with the desire to serve their community. There are 8 full time and 2 part time positions available for the work release center, currently under construction.

Interested individuals may send a copy of their resume to jdwoods@jacksoncounty.in.gov and/or jlbrewer@jacksoncounty.in.gov

*Note: if you have submitted a resume within the last 12 months you are already under consideration for a position. You do not need to submit another resume unless there is an update.

Position description below:

**Jackson Jennings Community Corrections
Work Release Custody Officer**

GENERAL SUMMARY

- Incumbent serves as a full-time Work Release Custody Officer for Jackson Jennings Community Corrections, responsible for supervising participants placed in the Community Corrections Work Release program.

DIRECT REPORT

- Incumbent reports to the Work Release Coordinator

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- The Work Release Custody Officer provides surveillance and supervision of offenders placed in the Work Release Facility. They are responsible for the daily whereabouts of offenders when they are in the facility.
- The Work Release Custody Officer is responsible to assist participants in check out for work and check in when returning from work.
- The Work Release Custody Officer is responsible to write reports in a timely manner if any violations are discovered during his/her job duties.
- The Work Release Custody Officer may attend staff meetings and confers individually with program case managers for case consultations, review of court documents and department reports, and with the coordinator on other work-related issues.

- The Work Release Custody Officer maintains equipment issued to the officer, i.e. department issued clothing, vest, weapons, breathalyzers, vehicles and any other equipment the officer might be required to use to perform assigned duties.
- The Work Release Custody Officer attends training seminars, professional development workshops, certifications, and education as required or needed to maintain certifications and remain current in new developments in the field.
- The Work Release Custody Officer responds to emergency calls when needed.
- The Work Release Custody Officer will use evidence-based practices while supervising participants.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Associates degree from accredited college or university or currently enrolled in college courses or previous experience in law enforcement.
- In addition, incumbent must have a working knowledge of standard computer software programs, applications and the county's computer system. Ability to operate standard office equipment, such as Copier, FAX Machine, DVD, Computer and other necessary equipment.
- Ability to effectively work with clients to assure proper completion of all program requirements. Must be willing to assist people in the stages of change; believe that people can change; and model pro-social behavior and problem-solving skills.
- Must believe that evidence-based practices are needed to reduce the risk of recidivism; be willing to administer those practices and work with people to the best of their ability.
- Ability to effectively resolve emergency/crisis situations and take appropriate action as required.
- Complete knowledge of all local, state, and federal laws applicable to community corrections, with ability to apply and enforce regulations as needed.
- Complete knowledge of standard policies and practices of Jackson and Jennings County's legal process, Community Corrections Policy and Procedures and to follow these policies, procedures and rules.
- Thorough knowledge of treatment programs and services available to clients from other government, social, and private agencies.
- Ability to effectively work with clients and cooperate and communicate with department employees, personnel and officials from a wide variety of government departments and social agencies, and members of public. All communication with participants, other staff

and agencies shall be carried out in a courteous, respectful and professional manner.

- Ability to maintain strict confidentiality of all department records and information.
- Ability to effectively perform all essential duties of the job. To be able to access residences and work sites participants.
- Must possess a legal driver's license.
- Must pass a criminal history check.

DIFFICULTY OF WORK

- Incumbent's work involves a wide variety of duties, involving both general and individual circumstances. Primary duties are performed within the context of the Work Release Facility.

PHYSICAL EFFORT AND WORK ENVIRONMENT

- Incumbent perform their duties in the Work Release facility. Incumbent has regular contact with emotionally distraught, chemically dependent individuals and potentially dangerous and/or violent participants.