

Rush County Community Corrections Job Description

DEPARTMENT: Community Corrections

POSITION: Community Corrections Field Supervision Officer (Adult)

STATUS: Part-time

FLSA STATUS: Non- Exempt

PAY RATE: \$15.00 - \$19.00 per hour

Rush County is an equal opportunity employer.

Application Process:

To apply, please submit a resume to the Community Corrections Deputy Director, Jake Kolb. Resumes may be submitted electronically to jkolb@rushcounty.in.gov or may be submitted to the Community Corrections office, located at 131 E. 1st St., Rushville, IN 46173.

Position Summary:

Position is responsible for monitoring and supervising both male and female offenders who have been placed on Community Corrections by the courts. The monitoring and supervision will be conducted through both field and office responsibilities.

Principal Duties and Responsibilities:

- Provides surveillance, case management and supervision of offenders placed in the Community Corrections programs.
- Monitors the daily whereabouts of adult offenders placed on Community Corrections programs, verifies participants addresses and work sites to ensure appropriateness and compliance of Court orders.
- Facilitates regular visits at offender's home, place of employment and/or on-site check-ins, prepares reports of monitoring activities, and provides oral and written instructions of program guidelines.
- Monitors and upkeep the electronic monitoring database, approve and enter schedules, and maintain/investigate alerts.
- Completes incident, monitoring, and related written reports as necessary.
- Participates in weekly staffing and confer individually with the Director and Community Supervision Manager for case consultations, review of court documents and department reports, and other work-related issues.
- Responsible for addressing issues, problems, and collections of the electronic monitoring equipment.

- Conducts urine drug screens, portable breath tests, and searches as necessary.
- Assist in assuming the duties of other personnel as needed and all other duties as assigned.

Training duties:

The Field Supervision Officer (FSO) shall be well informed about new trends, new programs, and research in community corrections. Each year, the FSO will complete a minimum of 5 hours of training directly related to their scope of work and participate in staff development and training programs as required.

Continuous Quality Improvement duties:

The Field Supervision Officer will perform their duties to the best of their ability and will improve such duties as recommended through continuous quality improvement feedback. This will include direct observation of interaction with clients (motivational interviewing, administering rewards and sanctions, problem solving, etc).

Community Relation duties:

The Field Supervision Officer will develop and maintain positive and supportive relationships with stakeholders in the community. This would include but is not limited to: staff, Judges, Probation, Prosecutor's Office, all departments within the Courthouse, Public Defender's Office, Attorneys, Treatment/Service providers, Law Enforcement Agencies, Employment Agencies, County Departments, Schools, as well as the general public.

This contact is necessary for a wide variety of purposes, including but not limited to resolving problems, gathering information, preparing reports, and coordinating services.

Job Requirements:

Minimum Qualifications: Level 1 Salary Scale: \$15.00

- High School Diploma
- Preferred experienced and knowledge in evidence-based practices for community supervision, cognitive-behavioral interventions, and a clear understanding of addictions and other mental health conditions.
- Preferred knowledge in the criminal justice process/proceedings, statues and community corrections programs. The Field Supervision Officer must have the ability/knowledge to implement, monitor, and measure evidence-based practices.
- Ability to effectively communicate, interview, investigate and work with clients to assure proper completion of all program requirements.
- Must possess a valid Indiana driver's license.
- Ability to maintain strict confidentiality of all department records and information.
- Ability to utilize and operate computer software programs, applications, and computer systems. Ability to operate standard office equipment, such as copier/printer, facsimile machine, computers, and telephones.

- Ability to work weekends, evenings, and holidays.
- Ability to resolve emergency/crisis situations and take appropriate action as required.
- Ability to prioritize assigned work and carry out written and oral instructions.
- Ability to speak clearly and be understood when communicating in person, by radio or by telephone. Working knowledge of radio frequencies, codes, procedures and limitations.
- Ability to pass random drug screens.
- Ability to complete firearms training and qualifications.

Enhanced Qualifications Level 2 Salary Scale: \$16.00 - \$18.00

- Associates Degree or previous law enforcement experience (at the discretion of Director)
- 3 years' experience in Social Work, Criminal Justice, or Psychology related field
- All other qualifications listed in level 1

Enhanced Qualifications Level 3 Salary Scale: \$19.00

- Bachelor's Degree
- 6 plus years experience in Social Work, Criminal Justice, or Psychology related field
- All other qualifications listed in level 1