

**BARTHOLOMEW COUNTY COURT SERVICES  
COMMUNITY CORRECTIONS CENTER**

540 FIRST STREET  
Columbus, IN 47201  
(812) 418-3137  
FAX # (812) 379-1565

3/10/2021

**POSITION AVAILABLE**

**Part-time Residential Officer  
Bartholomew County Community Corrections**

Please submit resume/letter of interest to:

Bartholomew County Court Services  
Attention: Rob Gaskill  
540 First Street  
Columbus, IN 47201  
rgaskill@bartholomewco.com

**Minimum Requirements:**

- 1) Associates Degree preferred. High School Diploma or equivalent considered.
- 2) Previous experience working in a secure residential setting recommended.
- 3) Must be 21 years of age.
- 4) Must possess good working knowledge of criminal code.
- 5) Must possess good communication skills.
- 6) Must possess a legal Indiana Driver's License.
- 7) Must reside in Bartholomew County or be willing to relocate. Waiver may be granted.
- 8) Must be able to work evenings and weekends.

**Closing Date:** Wednesday, March 24, 2021

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required.

Bartholomew County provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Residential Work Release Officer for Bartholomew County Court Services/Community Corrections, responsible for maintaining security and order in Residential Programs.

#### DUTIES:

- Provides security and behavioral management and ensures the well being of all residents of Community Corrections Center.
- Evaluates residents, recording all behavior changes and incidents as required for court reports, and conducts and logs periodic observations. Observes residents for inappropriate behaviors, logging release to and return of residents from employment and work crew details, supervising visitation and various functions, overseeing provision of meals, medication, and cleanliness of individual living quarters and pods.
- Receives and processes new residents, logging personal property, assisting with showers and personal hygiene, providing orientation to the Center, and explaining rules and regulations, and documents any clothing exchanges.
- Maintains control center, including monitoring various surveillance cameras, entering and receiving data from computer, opening and closing security doors, monitoring home detention/electronic monitoring alerts, and answering telephone calls.
- Provides residents with daily meals, assuring all trays and cups are properly removed from pods. Supervises residential commissary program.
- Issues prescribed medications according to standing physicians orders and follows appropriate procedures to assure proper medical attention to residents.
- Receives, sorts, and logs incoming and outgoing mail and personal items for residents as required.
- Conducts routine “shakedowns” and searches of living quarters and pods for contraband, and prepares written report of findings.
- Ensures compliance with facility rules and regulations, and reports unusual and/or unruly activity to appropriate department staff. Properly secures and/or physically restrains violent and uncontrollable residents as situations demand.
- Responds to resident grievances following established chain of command procedures.
- Assists with transportation of residents to and from outside employment, appointments, and court hearings as assigned.
- Supervises and assists residents with performing regular cleaning and custodial duties.

- Develops and delivers selected topics in classroom situations and leads the residents in group problem solving.
- Communicates with staff and personnel regarding information pertinent to the care and evaluation of residents, in order to maintain progress and resolve problems as they arise.
- Attends seminars and in-service training as required.
- May testify in legal proceeding/court as required.
- Performs related duties as assigned and/or required by law.

#### JOB REQUIREMENTS:

- High school diploma or GED.
- Must be at least 21 years of age.
- Ability to meet all employer and department hiring requirements, including passage of a drug test.
- Ability to effectively resolve emergency/crisis situations and take appropriate action as required.
- Ability to remain alert and respond to problems, emergencies, and safety or security violations, such as rule infractions, conflicts between residents, employment conflicts, attempted escapes and walk-away, irrational or inappropriate behavior and illnesses, and takes appropriate action and/or disciplines residents as appropriate.
- Ability to effectively communicate orally and in writing, including being sensitive to professional ethics, gender, cultural diversities and disabilities.
- Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
- Ability to occasionally work irregular and/or extended hours.
- Possession of a valid Indiana drivers license and a demonstrated safe driving record.

#### PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a correctional facility with no unusual physical demands. Incumbent has regular contact with emotionally distraught, chemically dependent and potentially dangerous and/or violent clients. Incumbent occasionally works irregular and/or extended hours.