

## HAMILTON COUNTY COMMUNITY CORRECTIONS POSITION ANNOUNCEMENT

Hamilton County Community Corrections announces openings for **Living Unit Coordinators**. The agency, located in the 4<sup>th</sup> largest county in Indiana, is directly north of Indianapolis in the county seat of Noblesville. Hamilton County Community Corrections operates a residential facility housing adult males and females, as well as an electronic monitoring level of supervision that serves adults and adolescents.

Living Unit Coordinators are responsible for the daily management of the living units as well as care and oversight of participants placed in the Residential Level of Supervision while the participant is within the facility. The position has direct interaction with participants daily. The interaction includes modeling pro-social behavior, monitoring compliance with individual treatment plans and monitoring compliance with level of supervision rules and regulations.

Qualified candidates should be able to demonstrate an ability to work independently with minimal supervision, as well as possess strong interpersonal skills. They should possess a minimum of a high school degree with significant work experience. Experience and/or course work in criminal justice is preferred. They must also possess a valid Indiana driver's license and demonstrate a safe driving record. The full-time position is classified as a POLE I and has a beginning salary of \$43,161 (\$20.75 hourly). An excellent health care plan that includes medical, dental, vision and pharmacy coverage for employees and their families is included. Other benefits provided include a retirement plan, deferred compensation, as well as paid vacation time and paid holiday time.

Interested candidates should apply at <https://jobs.hamiltoncounty.in.gov/>. All applicants will need to complete the application in its entirety and upload a cover letter outlining their qualifications. Resumes are welcomed.

Posted 11/30/21

**POSITION DESCRIPTION  
COUNTY OF HAMILTON, INDIANA**

**POSITION:** Living Unit Coordinator  
**DEPARTMENT:** Community Corrections  
**WORK SCHEDULE:** Hours as assigned  
**JOB CATEGORY:** POLE I (Protective Occupations, Law Enforcement)  
**APPROPRIATION:** 9106.0000.0000.1051-  
001,002,003,005,006,007,008,009,011,012,013,014,015,016  
1000.0000.0012.1051-001,002,003,004,010,011,012,013,014,015,016  
1122.0000.1212.1051- 002, 003  
1175.0000.0000.1051-001

**DATE WRITTEN:** January 2000

**STATUS:** Full-time Non-merit

**DATE REVISED:** July 2013

**FLSA STATUS:** Non-exempt

**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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

Incumbent serves as Living Unit Coordinator for Community Corrections, responsible for maintaining security and order in the facility.

**DUTIES:**

Maintains interior security of facility, including monitoring surveillance cameras, door controls, and visitors, conducting patrols and routine searches of all dormitories and searching participants for contraband. Maintains accurate accounting of all participants.

Ensures compliance with facility rules and regulations, and monitors participant compliance with individual treatment plans, recording and reporting inappropriate behavior to treatment personnel and/or supervisor as required. May periodically secure and/or physically restrain violent/ uncontrollable participants as situations demand.

Documents/logs all activity during shift, noting pertinent information for subsequent shifts.

Supervises and distributes meals, and supervises work details and other activities in and around facility, ensuring proper, timely completion. Verifies participant release from facility for work, counseling, and approved requests, and checks residents in/out following prescribed procedures.

Supervises/monitors prescribed medication supplies, and ensures participants receive proper medical attention as needed. Operates portable alcosensor and collects urine samples of participants as required.

Answers telephone and greets visitors as assigned, providing information and assistance, taking messages, or directing to appropriate individual or department. Responds to inquiries regarding individual participants and facility activities.

Assists participants in role playing difficult situations to achieve a more positive result.

May periodically testify in court/disciplinary hearings as required.

Periodically attends training seminars as required or as needed.

Performs related duties as assigned.

### **I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:**

High school diploma or equivalent is required. Associate's Degree in criminal justice field is preferred. Relevant job experience may be substituted for preferred college degree.

Possession of or ability to obtain required training certifications within time specified by department, including first responder/CPR, response to resistance, verbal de-escalation, and disease control.

Ability to meet all department hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Working knowledge of and ability to follow and make practical application of customary practices, procedures, rules, regulations, personnel policies, and work rules of the employer/department, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to obey all written and oral orders/directives from department superiors, and appropriately respond to constructive criticism.

Ability to receive, secure, and account for money and personal belongings of participants.

Ability to properly use all assigned uniforms and/or equipment, including computer, printer, typewriter, calculator, cameras, two-way radio, telephone, surveillance/monitoring cameras, breathalyzer, OC spray, baton, and hand cuffs.

Ability to physically perform the essential duties of the position.

Ability to deal swiftly, rationally and decisively with potentially violent individuals in precarious situations, and perform duties despite the stress of potential injuries and/or loss of life to self and/or others.

Working knowledge of standard English grammar, spelling and punctuation, and ability to prepare required forms and reports within department deadlines.

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

Effectively communicates pertinent information to co-workers and the public by intercom, radio, telephone or in person, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Ability to recognize anti-social thinking and behaviors. Addresses them immediately, positively, and in a non-threatening manner.

Ability to express empathy regarding participant situations as appropriate.

Ability to work with others in a team environment, and maintain appropriate, respectful interrelationships with co-workers.

Ability to work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions.

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

Ability to regularly work weekend and/or evening hours, occasionally work extended and/or irregular hours, and occasionally travel out of town for training, sometimes overnight.

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

As a result of the duties associated with this job, there is the potential of becoming exposed to blood borne pathogens and other potentially infectious diseases. To safeguard employees and eliminate the liability placed on Hamilton County, employees working in this position shall begin the three shot Hepatitis B vaccination and subsequent training within 10 days of their initial job assignment per OSHA 29 CFR 1910.1030(f)(2)(i). The initial and two subsequent vaccinations shall be administered by the Hamilton County Health Department and free of charge to the employee. If the employee has previously received the three shot Hepatitis B vaccination, official documentation must be provided to the supervisor identifying the dates in which each shot was appropriately administered. A Temporary Medical Declination may be made for a period of up to six months. A Declination form must be completed, outlining the medical reasons for the temporary declination and forwarded to the Safety & Risk Manager. Employees temporarily declining the vaccine are prohibited from performing any duties in which they may be exposed to a blood borne pathogen or other potentially infectious disease until they are able to begin/continue the series of vaccinations. Failure to comply will result in termination of employment.

## **II. RESPONSIBILITY:**

Incumbent performs standard, recurring duties according to well-established department policies and procedures, selecting applicable methods and taking authoritative action in response to situational demands. Incumbent's work is primarily reviewed for compliance with department policies and procedures. Errors in decisions or work may result in loss of time for correction, or endangerment of self and/or others.

## **III. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other County departments, residents and their family members, other law enforcement agencies, Department of Corrections, and the public for purposes of exchanging information, explaining policies and procedures, and supervising residents. Incumbent's work frequently involves non-routine problem-solving to gain cooperation of law offenders in situations that may jeopardize the safety of the public, co-workers and/or incumbent.

Incumbent reports directly to Team Leader (Living Unit Coordinators).

**IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs duties in a facility involving sitting and walking at will, walking/ standing for long periods, lifting/carrying objects weighing less than 50 pounds, crouching/kneeling, bending, close and far vision, reaching, handling/grasping/fingering objects, keyboarding, speaking clearly, hearing sounds/communication, depth and color perception, and exposure to potentially violent/hostile individuals. No prolonged extreme physical demands are associated with normal duties or assignments, but incumbent may exert strenuous physical effort during emergency situations, such as physically restraining residents. Incumbent must perform duties despite the stress of potential injury and/or loss of life to self and/or others. Incumbent regularly works weekend and/or evening hours, occasionally works extended and/or irregular hours, and occasionally travels out of town for training, sometimes overnight.

**APPLICANT/EMPLOYEE ACKNOWLEDGMENT**

The job description for the position of Living Unit Coordinator for Community Corrections 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 or Type Name