**JOB DESCRIPTION (Summary)**

Responsibilities will include but not limited to:

1. Must have working knowledge of criminal code, criminal justice system i.e. courts, case management, etc.
2. Effectively work and communicate orally and in writing while maintaining strict confidentiality with other correctional/criminal justice agencies, staff, program participants, and public.
3. Must be able to work closely with IDOC staff, and Circuit Court staff regarding offenders being release into Community Transition Program. Must be able to establish and maintain a working relationship with referral sources such as local judiciary system, prosecuting attorneys, probation/parole departments, courts, prison system, victim advocates, and various social service agencies.
4. Ability to have direct interaction with program participants daily. This interaction includes insuring compliance with program rules and regulations, monitoring compliance with individual treatment case plans, case management, as well as modeling pro-social behavior.
5. Ability to follow all program requirements, be creative in program ideas, and must be a self-starter.
6. Monitor program user fees and assist with the overall collection process for the program.
7. Ability to assist in the review, create, and revise program/agency policies.
8. Ability to provide encouragement/guidance in modifying attitudes and patterns of behavior.
9. Incorporate evidence-based practices in your everyday work.
10. Must demonstrate strong human relations skills such as negotiation and conflict resolutions while utilizing motivational interviewing skills.
11. Must display ethical and evidenced based decision making.
12. Work involves problem-solving skills, preparing reporting requirements, and analyzing data. Drawing logical conclusions and identifying emerging trends.
13. Review incident/disciplinary reports, other reports, contact logs, documents, and violations
14. Ability to assist in the review, create, and revise program/agency policies that are consistent with the State, and agency goals.
15. Ability to conduct intakes of all sorts. Work with program participants in securing housing and needed treatment/classes for continued efforts of reducing risk.
16. Maintains participants files, SRS, and BI electronic systems with accurate information.
17. In addition to CTP participant caseload, incumbent may also supervise court ordered referrals.

**EDUCATIONAL REQUIRMENTS:**

Education and/or experience and training equivalent to a bachelor’s degree in criminal justice, social work, or related field. Prior organizational and supervisory experience preferred.

**JOB REQUIREMENTS: (Summary)**

Responsibilities will include but not limited to:

1. Ability to supervise and direct daily operations and personnel of program
2. Ability to manage and monitor program eligibility and policy and procedure changes in legal requirements, ensuring legal standards are being maintained
3. Ability to work independently with minimal supervision as well as possess strong interpersonal skills.
4. Must be computer literate
5. Ability to maintain contact with various prisons regarding release dates, progress reports, etc. and communicates in an efficient manner with local judicial system members regarding program participants
6. Must display a teamwork attitude and the ability to work effectively as a team and take initiative
7. Ability to work irregular and/or extended hours as deemed necessary by situation.
8. Knowledgeable of Standard English grammar, spelling, and punctuation, and ability to prepare required forms/reports within the agency/Indiana Department of Correction deadlines i.e., statistical reports, violations, case plans, progress reports etc.
9. Must be able to be certified in the Indiana Risk Assessment System (IRAS) and teach cognitive behavioral classes
10. Must demonstrate strong human relations skills such as negotiation and conflict resolutions while utilizing motivational interviewing skills
11. Ability to maintain participant’s files, completing program status, case management system, tracking, monitoring and other forms and reports
12. Ability to testify in court proceedings when necessary
13. Ability to conduct Alka-sensor and urine screen testing and prepare required reports and documentation.
14. Must be involved with the overall quality assurance of the program and able to prepare quarterly reports, snapshots etc.
15. Other duties as assigned, which includes, but not limited to, supervision of regular court ordered participants.

**To be considered, please send a cover letter, resume and three (3) references to Tia Baker, Assistant Director, at the Community Justice Center located at 119 Jackson Street, Anderson, Indiana or by email at** [**tbaker@madisoncounty.in.gov**](mailto:tbaker@madisoncounty.in.gov)**. Position will remain open until filled.**

**The Community Justice Center is an Equal Opportunity Employer (EOE).**