

  
**Job Description:****DeKalb County  
Community Corrections****POSITION:** Director of Intervention Services  
**DEPARTMENT:** DeKalb County Community Corrections (DCCC)  
An Equal Opportunity Employer  
**STATUS:** Full Time- EXEMPT  
**SALARY:** Up to \$49,877

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. DeKalb County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application procedures and perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Finance and Quality Assurance Manager for the Community Corrections Department, responsible for processing payroll, maintaining accounts, and assisting Executive Director.

**DUTIES:**

1. Supervises assigned staff, including periodically analyzing workloads, reviewing position documentation, interviewing candidates, orienting new subordinates, planning, delegating, and controlling work assignments, establishing specific work goals, training, developing, and motivating assigned staff, determining significant changes in responsibilities, evaluating performance results, recommending personnel actions, keeping supervisor and assigned staff informed of organizational developments, maintaining discipline and recommending corrective action, and communicating and administering personnel programs.
2. As a Command Staff member, assumes supervisory duties in the absence of Executive Director.
3. Uses principles of evidence based practices as a guide in interactions with program participants and in the development of department programs.
4. Creates and implements program policy and operation procedures. Directs all efforts towards attainment of program and departmental missions and to securing organizational stability.
5. Completes program participant intakes. Maintains current, accurate case files, including classifying participants according to risk based on IRAS results, recording defendant's behavior and compliance with court's order.
6. Documents all violations and processes them accordingly.
7. Maintains service and repair records for department vehicles as well as coordinating repairs and services of department's fleet.
8. Assists in preparing statistical and other reports, as required.
9. Collects drug screens and maintains records.
10. Maintains current, accurate case files, including classifying participants according to risk based on IRAS results, recording defendant's behavior and compliance with the court's order.
11. Collaborates on cases with Probation Officers, Prosecutor, law enforcement, and Community Corrections staff, as needed.
12. Oversees Community Corrections case management and pretrial programs, including creating and implementing program policy and operating procedures and supervising and coordinating case management and pretrial staff.
13. Plans and provides program services, case management services, assessment services, training in activities of daily living, and crisis intervention and consultation based on evidence based practices.
14. Oversees department electronic monitoring system program, reviewing GPS data, as required, and maintains equipment inventory.
15. Implements and facilitates participant education and cognitive behavioral programs.
16. Investigates and develops new programs to fit the needs of participants, including but not limited to, job placement, substance abuse, and cognitive behavioral therapy.
17. Monitors compliance of program rules and special conditions ordered by the court.
18. Maintains contact with outside agencies to review participant's progress/attendance with agency. Forwards termination reports to referral source.
19. Maintains all case management and pretrial staff certifications and training records.
20. Acts as referral agent for employment and/or continuing education.
21. Assists Executive Director in updating/creating standard operating procedures and department policy.

22. Acts as a member of the Executive Team, including creating, implementing, and organizing programs that will achieve the agency's mission.
23. Attends various meetings, as required.
24. Testifies in court, as needed.
25. Performs related duties as assigned.

**JOB REQUIREMENTS :**

1. Bachelor's Degree in businesses administration, criminal justice, social services, or related field and a minimum of five (5) years of law enforcement/criminal justice experience. Experience as a supervisor.
2. Must be at least 21 years of age.
3. Must model Pro-Social behavior at all times and in all places.
4. Ability to meet all departmental hiring requirements, including passage of a drug test, Indiana Department of Child Services substantiated cases check, and obtaining/maintaining firearms certification.
5. Possession of or ability to obtain required certifications/training, including Participant Assessment, Moral Reconciliation Therapy (MRT), Youth Assessment Screening Instrument (YASI), and Indiana Youth Risk Assessment (IRAS).
6. Thorough knowledge of and ability to make practical application of rules, regulations, policies and procedures.
7. Working knowledge of standard English grammar, spelling, and punctuation and ability to complete department reports within established deadlines.
8. Working knowledge of and ability to operate a variety of standard office equipment and software, including Microsoft Word, Excel, and Outlook, computer, calculator, telephone, and vehicle.
9. Knowledge of evidence based principles and practices.
10. Knowledge of grant writing and administration.
11. Ability to supervise assigned staff, including periodically analyzing workloads, reviewing position documentation, interviewing candidates, orienting new subordinates, planning, delegating, and controlling work assignments, establishing specific work goals, training, developing, and motivating assigned staff, determining significant changes in responsibilities, evaluating performance results, recommending personnel actions, keeping supervisor and assigned staff informed of organizational developments, maintaining discipline and recommending corrective action, and communicating and administering personnel programs.
12. Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
13. Ability to provide public access to, or maintain confidentiality of, department information/records according to state requirements.
14. Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile individuals.
15. Ability to communicate effectively both in writing and orally with co-workers, other County departments, Indiana Department of Corrections, service providers, community stakeholders, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
16. Ability to work alone with minimum supervision and with others in a team environment.
17. Ability to work on several tasks at the same time and work rapidly for long periods often amidst frequent distractions and interruptions, occasionally under time pressure.
18. Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.
19. Ability to compare or observe similarities and differences between data, people, or things.
20. Ability to compile, collate, or classify data, analyze and observe, make determinations and evaluate data, and compute and perform simple arithmetic operations.
21. Ability to testify in legal proceedings/court.

22. Ability to occasionally work extended hours, weekends, and evenings, travel out of town for meetings/trainings, sometimes overnight, respond to emergencies on a 24-hour basis and serve on 24-hour call.
23. Possession of a valid driver's license and demonstrated safe driving record.

**Please provide a resume and cover letter by 4:00 pm on Friday, August 19, 2022 to:**

Michelle Fosnaugh, Executive Director, DeKalb County Community Corrections

P.O. Box 6049

Auburn, IN 46706

Fax: (260) 927-4779    -Or-    [mfosnaugh@dekalb.in.us](mailto:mfosnaugh@dekalb.in.us)

[HR@dekalb.in.us](mailto:HR@dekalb.in.us)

\*\*All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.