



## **West Central Regional Community Corrections**

***Serving Fountain, Montgomery, Parke, Vermillion and Warren Counties***

101 N. Main St. Veedersburg, IN 46987

Phone: (765) 294-3100 Fax (765)294-3111

Date: 11/23/2022

West Central Regional Community Corrections (WCRCC) seeks to fill the position of Assistant Director. WCRCC is an agency tasked with supervising and rehabilitating justice-involved individuals utilizing evidence-based programs and best practices.

The incumbent will serve as the WCRCC Assistant Director for West Central Regional Community Corrections which serves Fountain, Montgomery, Parke, Vermillion, and Warren Counties. Fountain County hosts the region, making the position that of a Fountain County Employee.

Job Requirements: Baccalaureate Degree preferred in criminal justice, sociology, or related area, with 3 years of experience. WCRCC Advisory Board may consider candidates with an equivalent combination of education and experience. Incumbents must be trained in Evidence-Based Practices and the Indiana Risk Assessment (IRAS) Certification or can complete such certifications/training within one year of employment.

The position requires work in both office and field settings. Primary hours are 8 am-4 pm, Monday-Friday, but must be willing to work flexible hours and serve periods of on-call service.

Deadline to Apply: Open until filled. Questions should be directed to Danielle Snider at 765-294-3100, Ext. 107

Resumes must be submitted to West Central Regional Community Corrections, ATTN: Danielle Snider, 101 N. Main Veedersburg, IN 47987, or sent to [dsnider@wcrcc.net](mailto:dsnider@wcrcc.net).

Fountain County Indiana is an equal-opportunity employer

***Mission Statement:***

***To provide effective, community based alternative sentencing options designed to supervise and educate offenders to become and remain productive members of society.***

## West Central Regional Community Corrections (Fountain County)

Position: Assistant Director

Work Schedule: Monday through Friday 8:00 a.m. to 4:00 p.m.  
On-Call duties required

Status: Full-Time Non-exempt

*The assistant director is responsible for assisting the executive director in coordinating the overall operations of the community corrections program. The position holds the responsibility of supervising agency employees and maintaining communication with representatives of the judiciary, criminal justice partners, and the Indiana Department of Correction. The position assumes the duties of the executive director in his/her absence. The assistant director must be committed to promoting and supporting program operations based on evidence-based best practices.*

To perform this position successfully, an individual must be able to complete each essential duty satisfactorily. WCRCC provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodations to complete the application process or perform essential functions of the job unless the adjustments would present an undue hardship.

### Duties

Performs the duties of the executive director of community corrections in his/her absence.

Assists in managing overall operations of the community corrections program and staff, and ensures the agency is successfully implementing standardized evidence-based best practices.

Directly oversees, coordinates, and integrates the work activities of the 24-hour, 365 days per year, electronic monitoring center and the agency employees within that department. Said supervision includes assisting with interviewing/ hiring of applicants and training/retraining, goal setting, coaching, mentoring, performance evaluation, and internal investigations as needed.

Assists the director by providing oversight of the case management coordinator who is responsible for assuring the agency's case managers are performing job duties as required.

Interprets court orders and other criminal justice-related documentation.

Conducts pre-screening, manages, prioritizes, and coordinates intake/initial hook-up of clients, explains program rules, collects signed documents, and inputs information into the case management and monitoring systems.

Is responsible for monitoring equipment maintenance/ordering/inventory/training/evaluation.

Serves as backup to cover duties of case management coordinator and case managers as needed, performing duties including but not limited to conducting risk/needs assessments, developing supervision plans, making referrals for services, evaluating progress, inputting client notes, reinforcing compliance, communicating with client/agencies/court personnel, maintaining complete, accurate and updated records, assisting victims, reporting abuse/neglect, and administering alcohol/drug testing.

Is responsible for the coordination of Community Transition Program clientele and tracking/managing future program placements, i.e., jail or prison inmates that upon release are to begin community corrections supervision.

Assists in the development, implementation, and revision of agency policies and procedures.

Assists in the establishment of program objectives/performance goals and assessment of progress toward their achievement.

Acquires and maintains certifications as requested by WCRCC, the Indiana Department of Correction, the Indiana Office of Court Services, and/or the WCRCC Advisory Board.

Is available for 24-hour on-call status.

Fulfills any other duties designated by the director.

**Additional Requirements:**

Baccalaureate Degree preferred in criminal justice, sociology, or related area, with 3 years of experience. WCRCC Advisory Board may consider candidates with an equivalent combination of education and experience.

Previous experience in criminal justice and/or law enforcement.

Direct administration, supervisory, and management experience.

Knowledge of the Eight Principles of Effective Intervention as related to offenders.

Ability to model and teach offenders and direct staff regarding the use of problem-solving skills, skill-building practice sessions, applying incentives and sanctions, development of thinking reports, Motivational Interviewing, effective communication, etc.

Working knowledge of and ability to make practical application of local, state, and federal regulations and standard policies, procedures, and legal terminology of the department and the criminal justice system.

Working knowledge of standard English grammar, spelling, and punctuation, and ability to communicate orally and in writing with co-workers, other departments, program participants, the Department of Correction, and employers, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to conduct interviews, exhibiting objectivity and consistency in evaluating individuals upon their ability and performance.

Ability to de-escalate potentially volatile situations between self and/or participants.

Ability to operate a variety of office equipment, including but not limited to, telephone, message service, copier, printer, fax machine, participant monitoring system(s), and computer case management system.

Ability to maintain the confidentiality of department information/records.

Ability to express empathy regarding participant situations as appropriate.

Maintain current knowledge of local, state, and federal rules/policy/regulations, new developments, technology, and trends in the field of community corrections by reading publications and periodically attending training/seminars/conferences.

Ability to properly use all assigned equipment, including but not limited to: computers, scanning devices, mobile phone/data services, electronic monitoring equipment, and alco-sensor.

Possession of a valid Indiana driver's license and maintaining/demonstrating a safe driving record.

### **Responsibilities**

Responsibilities require individuals to assist in managing the overall operations of the community corrections program and staff supervision to ensure the agency is successfully implementing standardized evidence-based best practices. Individual performance is reviewed to assure job performance complies with department policy and legal requirements.

### **Supervisory Hierarchy**

The assistant director reports to the executive director.

### **Physical effort and work environment**

Job duties are performed in various settings i.e., office, vehicle, and at participant homes. The position requires driving a vehicle, involves sitting for long periods, sitting and walking at will, pushing/pulling/lifting/carrying objects weighing up to 25 pounds, speaking, keyboarding, bending, reaching, hearing communication, handling/grasping/fingering objects, depth perception, close and far vision, and exposure to potentially violent/hostile program participants. Job duties also require 24-hour on-call status as needed and occasional traveling out of the area for training and meetings - sometimes overnight.

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