

Position Open

Randolph County Community Corrections
216 S. Meridian Street
Winchester, IN 47394

DATE: January 9, 2023

Job Title

Randolph County Community Corrections Case Manager Home Detention

Job Description

Home Detention Case Manager responsible for supervising and monitoring the activities of agency clients in their home, at work and in the community to ensure compliance with court orders and agency policies. Working knowledge of communication skills and techniques, computer word processing and be able to work independently with minimal supervision. Job duties include attending training and education opportunities, appear in court and report violations of program rules and court orders.

Experience and Education

High School Diploma with preferred secondary education in the area of criminal justice.

Hours

35 hours a week minimum with on-call 24/7 throughout the week and weekend

8:00am to 12:00pm and 1:00pm-4:00pm Monday, Wednesday, Thursday, Friday

1:00pm-8:00pm Tuesday

Salary

\$36,900-\$40,300 depending on experience

Benefits

All county employee benefits including Dental, Health, Life, Vision Insurance, paid time off and PERF benefits.

Applicants should submit resume and copy of your driver's license to:

Rhoda Davis, Temp. Director
Randolph County Community Corrections
216 South Meridian Street
Winchester, IN 47394
rdavis@randolph.in.gov