

## HAMILTON COUNTY COMMUNITY CORRECTIONS POSITION ANNOUNCEMENT

Hamilton County Community Corrections announces an opening for a **Field Services Coordinator**. The agency is in the 4<sup>th</sup> largest county in Indiana, directly north of Indianapolis in the county seat of Noblesville and provides intensive services and supervision to justice-involved individuals that are required to complete a period of community-based supervision.

The Field Services Coordinator, under limited supervision, is responsible for the supervision and case management services of individuals placed in our Electronic Monitoring Level of Supervision and collaborating with case managers to provide the supervision and services for those in our Residential Level of Supervision. Field Services Coordinators work in the surrounding communities and are responsible for a caseload size determined by the level of supervision and services required of those assigned to them. Tasks include, but are not limited to, case management, location verifications, verifying school and/or employment status, preparing reports, and collection of supervision fees.

Qualified applicants should demonstrate an ability to work independently with minimal supervision, as well as possess strong interpersonal and interviewing skills. They should possess a bachelor's degree in criminal justice, social service, or a related area, and possess the ability to be certified to use a variety of assessment instruments. They must be certified by the Indiana Office of Court Services in the use of the Indiana Risk Assessment System or be able to receive certification within the first 6 months of employment. Hamilton County Community Corrections uses evidence-based practices and candidates should be able to demonstrate a knowledge of the principles of effective intervention. They should also possess a valid Indiana driver's license and demonstrate a safe driving record. This position is classified as a PAT B with a beginning salary of \$59,689 (\$30.66 hourly). Also provided is an excellent health care plan that includes medical, dental, vision and pharmacy coverage for employees and their families. Additional benefits include a retirement plan, deferred compensation, as well as paid vacation and holidays.

Interested candidates should apply at <https://jobs.hamiltoncounty.in.gov/> prior to March 20, 2023. **In addition to completing an application the agency also requires that candidates upload a resume, as well as a cover letter outlining their qualifications.**

Posted: 3/1/23