

POSITION: Work Release Coordinator
DEPARTMENT: Community Corrections/Work Release
WORK SCHEDULE: As assigned
SALARY: \$2,062.42 biweekly

Incumbent serves as Work Release Coordinator for Community Corrections, responsible for supervising and directing assigned personnel and coordinating Department operations.

DUTIES:

Oversees day to day operation of the Work Release program, while maintaining a safe and clean facility for the participants.

Performs duties of other Administrative personnel in his/her absence, including but not limited to Executive Director and Deputy Director.

Supervises and directs assigned personnel, including assisting in interviewing applicants and making hiring recommendations, planning/making work assignments, assisting with evaluating performance, and maintaining discipline.

Enforces Department regulations, including, but not limited to, ensuring proper completion of drug and alcohol assessments on participants and disciplining, and/or removing program participants as needed.

Reviews and maintains Work Release Program goals, policies, and procedures, ensuring compliance with Department regulations and policies through Quality Assurance practices. Plans, communicates, and implements any changes to the program.

Reviews and approves all violations for Work Release participants, determining the appropriateness of sanctions.

Prepares proper court documents for participants who abscond or violate the Work Release program. Electronically files documentation with the appropriate Court.

Serves on Use of Force Committee and reviews all incident reports, camera footage, and staff interviews to determine if appropriate force was used.

Serves on Administrative Staff Team.

Testifies in court for criminal or civil cases concerning Community Corrections, as required by order of court, following established Departmental policies and procedures.

Reviews legal papers and court orders related to program participants.

Remains up to date on current best practices in the field of corrections and utilizing evidence-based practices in daily operations.

Serves on 24-hour call.

Performs other duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate degree in related area, or equivalent combination of education and work experience preferred.

Must be at least 18 years of age.

Thorough knowledge of and ability to make practical application of acceptable counseling principles and practices.

Working knowledge of standard English grammar, spelling and punctuation, general math and bookkeeping, and ability to effectively prepare and complete all required forms, correspondence, and reports within established Department deadlines.

Ability to meet all Department hiring and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.

Ability to protect oneself from infectious diseases by avoiding high-risk environments and by having knowledge of and utilizing universal health precautions.

Ability to effectively communicate with incensed participants and deal with situations that arise using motivational interviewing and de-escalation techniques

Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, and take authoritative action applying appropriate discretion and common sense.

Ability to supervise and direct assigned personnel, including assisting in interviewing applicants and making hiring recommendations, planning/making work assignments, assisting with evaluating performance, and maintaining discipline.

Ability to effectively physically perform essential duties of the position, including but not limited to walking/standing for extended periods of time and physically restraining detainees during emergency situations.

Ability to properly use and maintain all office equipment, including computer, telephone, typewriter, fax machine, copier, and to drive a vehicle.

Ability to work alone with minimum supervision and with others in a team environment, often working under pressure and on several tasks at the same time.

Ability to effectively communicate with co-workers, other County departments, law enforcement personnel, participants, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to provide public access to or maintain confidentiality of department information and records according to State requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Ability to work extended, weekend, and evening hours, travel out of town, sometimes overnight, and serve on 24-hour call, responding swiftly, rationally, and decisively to emergency situations.

Possession of a valid driver's license and demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent applies established policies and procedures to individual cases and circumstances, exercising independent judgment in interpreting legal codes and resolving violations, and supervising and directing personnel.

III. RESPONSIBILITY:

Incumbent performs a variety of supervisor duties according to Departmental policies and procedures, exercising independent judgment and making independent decisions in selecting applicable methods to ensure achievement of Department goals and

objectives. Work is primarily reviewed while in progress for soundness of judgment and achievement of goals and objectives. Errors in decision or work are detected by procedural safeguards and if not followed may lead to endangerment of self or others

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, law enforcement personnel, participants, and the public for the purposes of exchanging information, explaining policies and procedures, and supervising personnel.

Incumbent reports directly to the Deputy Director and Executive Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in a standard office environment, jail facility, and courtroom, including but not limited to sitting and walking at will, walking/standing/sitting for long periods, lifting objects weighing more than 50 pounds, crouching/kneeling, bending at waist, reaching, handling/grasping/ fingering objects, close and far vision, hearing sound/ communication, speaking clearly, physically restraining participants during emergency situations, and training in defensive tactics for up to 4 hours at a time. Incumbent is periodically exposed to hazards associated with law enforcement, criminal investigations, and jail operations, such as violent individuals and communicable disease.

Incumbent works extended, weekend, and/or irregular hours, travels out of town, sometimes overnight, and serves on 24-hour call, responding swiftly, rationally and decisively to emergency situations.

Jason D. Huber

Executive Director

Tippecanoe County Community Corrections
Phone: 765.742.1279 ext. 2828 Fax: 765.423.2896
2800 N. 9th St. Rd. Lafayette, IN 47904