

## **Grant County Position Description**

**Position Title:** Pretrial HD Probation Officer

**Department:** Grant County Court Services-Community Corrections

**Reports To:** Director of Community Corrections

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### **Purpose of Position**

Under occasional supervision, performs a variety of Pretrial Home Detention Probation Officer duties to fully implement and provide oversight to the PTHD program.

### **Essential Duties and Responsibilities**

***The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.***

- Review PTHD screening
- Conduct PTHD intakes
- Serve as a liaison between PTHD and criminal justice partners
- Manage the schedule of potential intakes and discharges to maintain program capacity
- Complete court reports
- Attend review hearings
- Conduct assessments
- Provide referrals based on risk/need areas
- Enter of schedules in BI
- Respond to BI-SmartLink
- Review GPS information
- Respond to noncompliant behavior and file violations as needed
- Conduct field visits as needed
- Complete discharges
- Maintain HD equipment

***In addition to these roles and responsibilities, this individual will serve as a Probation Officer and will likely have some traditional Probation Officer responsibilities and therefore will need to be able to perform the following:***

Understand and utilize the Principles of Effective Intervention and the use of Evidence Based Practices in Offender Change.

- Assessment of risk & needs
- Target interventions utilizing the principles of risk, need, dosage and responsivity
- Skill train with directed practice
- Increase positive reinforcement

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Position Description – Pretrial HD Probation Officer, Community Corrections

- Engage ongoing support in natural communities
- Measure processes and practices
- Provide Measurement Feedback
  
- \* Supports Implementation of cognitive programming services provided by private providers and Community Corrections.
  
- \* Supports Implementation of cognitive services for community corrections-clients.
  
- \* Assures the completion of monthly, quarterly, and annual reports.
  
- \* Attends staff meetings as directed and participates in clinical staff meetings.
  
- \* Uses motivational interviewing skills to motivate offenders to change their behavior based on internal motivation rather than external control.
  
- \* Uses Carey Bits/Guides and other assignments to teach and practice skills
  
- \* Conduct assessments, intakes, establishes Case Plan and conduct case planning meetings with direct client supervision.
  
- \* Reviews and adds to case plan the basic physical needs of transportation, food, clothing and shelter.
  
- \* Reviews long term needs by supporting the obtaining or retention of the following: state ID Card, Social Security Card, Birth Certificate, educational degrees, vocational degrees, medical insurance (Hoosier Insurance Plan), long term housing, employment.
  
- \* Reviews needs and makes referrals on Physical and emotional needs: short term medication, drug and alcohol treatment, mental health services (including housing).
  
- \* Supports community networking by encouraging mentoring and family participation.
  
- \* Supports Implementation of cognitive programming services provided by private providers and Community Corrections.
  
- \* Supports Implementation of cognitive services for community corrections-HD clients.
  
- \* Assures the completion of monthly, quarterly and annual reports.
  
- \* Attends staff meetings as directed and participates in clinical staff meetings.
  
- \* Provides program information for the purpose of evaluation.
  
- \* Conducts Pre and Post Assessments as necessary.

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- \* Performs all assigned duties in an ethical and professional manner as detailed in Indiana's Judicial Code of Conduct.
- \* Performs other related essential duties as required.

**Minimum Training and Experience Required to Perform Essential Duties and Responsibilities.**

Bachelor's degree in human services field with a preference of substance abuse/cognitive program experience. PO certification required @ time of hire or within one year of service.

**Special Requirements**

Shall possess a valid Indiana Driver's License.  
Shall not have prior felony convictions.  
Shall be of positive moral and ethical character.

**Minimum Physical and Mental Abilities Required to Perform Essential Job Function**

**Physical Requirements**

- \* Ability to operate a variety of automated office machines including calculator, copier, personal computer, Dictaphone, word processor, etc.
- \* Ability to physically exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects.
- \* Ability to lift and/or carry weights of ten to twenty pounds.
- \* Sedentary work involves sitting most of the time, but may include walking, standing, reaching, stooping, or kneeling for brief periods of time.

**Mathematical Ability**

- \* Ability to add, subtract, multiply, divide, calculate decimals and percentages and use descriptive statistics.

**Language Ability and Interpersonal Communication**

- \* Ability to comprehend and correctly use a variety of informational documents including police reports, legal reports, time sheets, attendance, drug and alcohol assessments, urinalysis reports, and other clinical reports and records.
- \* Ability to comprehend a variety of reference books, skills and manuals including the Indiana Criminal Code, maps, State Probation Directory, Iowa Matrix, computer manuals, TPC Reentry Handbook, EPICS, Cognitive Self Change, Thinking for a Change, ART, CALM, IRAS, and DSM-V R.
- \* Ability to record and deliver information, to explain procedures, maintain confidentiality of restricted information, and to follow instructions.

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- \* Ability to prepare monthly and quarterly reports, statistical reports, memos, correspondence, newsletters, and other job-related documents using prescribed format and conforming to all rules of punctuation, grammar, diction and style.
- \* Ability to use and interpret legal, counseling, and "street/gang slang" terminology and language.
- \* Ability to perceive and discriminate colors, sounds, odors, and shapes.
- \* Ability to use independent judgment, common sense, and principles of influence and conceptual thinking in the performance of tasks.
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- \* Ability to use independent judgment, common sense, and principles of influence and conceptual thinking in the performance of tasks.
- \* Ability to communicate effectively with Judges, law enforcement personnel, Court personnel, clerical staff, service providers, attorneys, supervisors, Probation Officers, interns/students, and the general public verbally and in writing.

**Environmental Adaptability**

- \* Ability to work effectively in an office environment.
- \* Ability to handle a high degree of stress and potential danger associated with working in an environment with clientele having a known history of violence, substance abuse, mental illness, etc.

**Grant County is an Equal Opportunity Employer. In compliance with the Americans With Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.**