

CASS/PULASKI COMMUNITY CORRECTION EMPLOYMENT POSTING – DESCRIPTION OF POSITION

Position Title	Assistant Director/Director of Programming
Commencement Date	July 1, 2016
Salary	Probation Officer Salary Scale
Location	Cass/Pulaski Community Corrections 520 High Street, Logansport, IN 46947
Description	Assistant to the Director and Client Intake
Work Schedule	Monday through Friday, 35 Hrs. Per Week (Weekends, Evenings, and Overtime Possible)
Status	Full-time

DISTINGUISHING CHARACTERISTICS

The Assistant Director/Director of Programming is appointed by the Director and approved by Cass/Pulaski Community Corrections Advisory Board. The Assistant Director/Director of Programming will report to the Director and be subject to the direction of the Cass/Pulaski Community Corrections Advisory Board.

The Assistant Director/Director of Programming manages client referrals with responsibilities in determining client eligibility and assignment of supervision and programming.

The Assistant Director/Director of Programming will ensure that client assignments, case plans, and monitoring are in compliance with the guidelines established by the Cass/Pulaski Community Corrections Advisory Board, the Indiana Department of Corrections (IDOC), Residential Standards as set out by Indiana Association of Community Corrections Act Counties (IACAAC), and the Prison Rape Elimination Act (PREA) Standards as set out by the United States Department of Justice.

The position will also serve as an assistant to the Executive Director in the administration of the Agency.

TYPICAL TASKS

ADMINISTRATIVE RESPONSIBILITIES:

1. Develops and administers program activities of the Agency in accordance with its stated purpose and within the general policies as formulated by the Advisory Board.
2. Through risk needs assessments, department and state guidelines, and evidence based practices, assume responsibility for client referrals, determination of eligibility, assignments in level of supervision i.e. work release or electronic monitoring home detention, and the formulation of case plans.

3. Assist the Director in the formulation, implementation, and analysis of the Agency's policies and practices.
4. Assist the Director in the formulation, implementation, and analysis of the Agency's quality assurance practice.
5. Through interaction with residents and staff assess the facility's culture and climate and report accomplishments, concerns and applicable information during weekly staff meetings.
6. Communicate special circumstances that would require review by the Director.
7. Serve as an assistant to the Executive Director with emphasis in client programming and staff development. Perform accordingly other or special duties as assigned by the Director.

COMMUNITY RELATIONS

1. Creates awareness and increased understanding of the program in the community for the purpose of community support.
2. Becomes involved in activities and organizations in the community when this meets the Agency's public relations needs.
3. Utilize Cass/Pulaski Community Corrections, the Advisory Board, and all other resources of the agency for the purpose of promoting positive community relations.

DEPARTMENT/COUNTY POLICY

1. Follow all guidelines of the Cass County Policy and Procedure Manual to the extent they are consistent with the CPCC Advisory Board's Policies, Procedures, and Instruction.

EVIDENCE BASED PRACTICES

1. Have an understanding of, demonstrate, and exemplify the eight principles of evidence based practices.
2. Obtain certification in the following:
 - a. Indiana Risk Assessment System (IRAS)
 - b. Effective Communications Motivational Strategies (ECMS)
 - c. Thinking for a Change (T4C)
3. Ensure, in regards to assigned case load, all IRAS and Case Plans are in compliance with the departments Case Management and Continuous Quality Improvement Polices.

4. Ensure that Department annually passes the residential facility audits conducted by the Indiana Association of Community Corrections Act Counties (IACCAC), the Indiana Department of Corrections (IDOC), and the Prison Rape Elimination Act (PREA) audit conducted by the United States Department of Justice.

EMPLOYMENT STANDARDS

Knowledge:

- Thorough knowledge of community corrections evidence based practices;
- Thorough knowledge of the principles of community based alternative sanctions and programming;
- Thorough knowledge of the adult and juvenile criminal justice systems;
- Thorough knowledge of research and evidence-based principles of offender interventions;
- Working knowledge of the State laws, regulations and procedures affecting Work Release/Community Corrections;
- Working knowledge of administrative management of an operating department;
- Working knowledge of the principles and practices of personnel management, supervision and training.
- Working knowledge of basic community needs and public and private community resources.

Ability to:

- Plan, organize, direct and coordinate complex departmental programs;
- Supervise and evaluate the work of subordinates;
- Exercise initiative, ingenuity, and sound judgment in analyzing and solving difficult administrative and personnel problems;
- Evaluate departmental policy and programs, define problem areas, develop and direct the implementation of policy decisions and practices;
- Understand and interpret to others the aims, concepts, principles and practices of the Community Corrections programs for adult and juvenile offender supervision and prevention practices;
- Coordinate departmental activities with other departments and agencies;
- Effectively represent the Department to the Courts, the County, Board of Commissioners, legislators, and other officials and community leaders;
- Establish and maintain effective working relationships with a wide variety of persons contacted in the course of work;
- Interpret, explain and apply laws, rules and regulations;
- Present ideas, facts and recommendations effectively, orally and in writing.
- Ensure that the Department is in full compliance with residential standards as set out by Indiana Association of Community Corrections Act Counties (IACAAC) and the United States Department of Justice Prison Rape Elimination Act (PREA).

MEASUREMENTS

- Annually meet the county's policy on attendance and performance.
- Annually meet the department's training standards.
- Annually ensure that IRAS and Case Plans are accurately conducted on client case load at a rate of 90%. (if applicable)
- Annually achieve a measurement of "good / (3)" in ECMS Audit.
- Annually achieve a measurement of "equal to 2" in IRAS Intra-rater Audit. (if applicable)
- Annually meet or exceed 80% on client satisfaction survey. (if applicable)
- Annually meet or exceed 80% on Annual Performance Review.

QUALIFICATIONS

1. High School degree but College degree preferred in human services field, or related field from an accredited university or five (5) years experience in criminal justice.
2. Prefer experiences in criminal justice evidence based principles and personnel management.

THE DESCRIPTIONS LISTED ABOVE MAY AT ANYTIME BE MODIFIED AT THE DISCRETION OF THE DIRECTOR.

Revised: 06-03-16