

Pre-trial Services Coordinator required for DeKalb County Community Corrections at their new facility in Auburn, Indiana.

Looking for an exciting career that offers opportunities to collaborate with many County departments and outside agencies, supervise staff, oversee Pre-Trial program including creating and implementing policies and operating procedures and interactions with program participants? Want to utilize your knowledge of evidence-based practices and principles, Participant Assessment, Moral Reconciliation Therapy? This position might be for you.

In addition, the County offers benefits such as generous paid holidays and days off along with great medical, dental, vision, Rx, short-term disability insurances. Fantastic pension plan!

This position serves as an Executive Team member (reporting directly to the Executive Director) who oversees the department's electronic monitoring system program, interviews and investigates potential participants and presents their case, oversees department drug test collection program, completes program participant intakes and so much more.

The right candidate must model Pro-Social behavior, will possess a Bachelor's Degree in criminal justice, social services, business administration or related fields, minimum of three (3) years of law enforcement/criminal justice experience and prior experience as a supervisor. Possession or ability to obtain required certifications/trainings including firearms, Youth Assessment Screening Instrument and Indiana Risk Assessment.

Must meet all departmental hiring requirements, including passage of a drug test and Indiana Department of Child Services substantiated cases check. Possession of a valid driver's license and demonstrated safe driving record required.

This is a full-time salary exempt position that occasionally works extended hours, weekends and evenings, travels out of town for meetings/trainings (sometimes overnight), responds to emergencies on a 24-hour basis and serves on rotating 24-hour call. Wages are \$1,461.54 bi-weekly.

Please provide:

Cover Letter and Resume As Soon As Possible.

Position will be open until filled:

**Kellie Knauer,
Executive Director
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****All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.**