

**POSITION DESCRIPTION
COUNTY OF DEKALB, INDIANA**

POSITION: Residential Services Facilitator
DEPARTMENT: Community Corrections
WORK SCHEDULE: As assigned
JOB CATEGORY: POLE (Protective Occupation, Law Enforcement)

DATE WRITTEN: August 2019 **STATUS:** Part-time
DATE REVISED: **FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. DeKalb County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

This is a part-time position that will pay \$15 per hour.

**Please provide:
Cover Letter and Resume As Soon As Possible.
Position will be open until filled:**

**Timothy Baker,
Residential Services Coordinator
DeKalb County Community Corrections
1000 Potter Drive
P.O. Box 6049
Auburn, IN 46706
Fax: (260) 927-4779
dccc@co.dekalb.in.us**

****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.**

Incumbent serves as Residential Services Facilitator for the Community Corrections Department, responsible for maintaining control and ensuring safety of facility, staff, and residents.

DUTIES:

Uses principles of evidence based practices as a guide in interactions with program participants and in the development of department programs.

Implements programs that will achieve the agency's mission.

Monitors compliance of program rules and any special conditions ordered by the court.

Oversees activities of facility residents.

Assists in maintaining safety, security, and sanitation of the facility.

Assists in supervising resident conduct and safety.

Assists in preparing statistical and other reports, as required.

Conducts searches to monitor program compliance.

Collects drug screens and maintains records, as needed.

Maintains current, accurate case files, including classifying participants according to risk based on Indiana Risk Assessment results, recording defendant's behavior and compliance with the court's order.

Collaborate on cases with Community Corrections staff, as needed.

Completes and/or receives, processes, and forwards requests for maintenance to the facility maintenance department and supervisor.

Assists staff in completing assigned duties.

Attends various meetings, as required.

Testifies in court, as needed.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must model Pro-Social behavior at all times and in all places.

Ability to meet all departmental and agency hiring requirements including passage of a drug test and Indiana Department of Child Services substantiated cases check.

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

Thorough knowledge of and ability to make practical application of rules, regulations, policies and procedures of the Department and civil and criminal justice systems.

Thorough knowledge of radio frequencies, codes, and procedures.

Working knowledge of and ability to use standard equipment and software, including Microsoft Excel, Word, and Outlook, computer, telephone, vehicle, and radio.

Working knowledge of standard English grammar, spelling and punctuation, and ability to complete department reports within established deadlines.

Working knowledge of and ability to effectively apply evidence collection and preservation techniques.

Ability to provide public access to, or maintain confidentiality of, department information/records according to state requirements.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile individuals.

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

Ability to obtain and apply knowledge of applicable local, state, and federal laws, codes, ordinances, and accepted police procedures.

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

Ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio, or by telephone.

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

Ability to effectively communicate orally and in writing with co-workers, other County departments, residents, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work on several tasks at the same time often amidst frequent distractions and interruptions.

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

Ability to work weekends, evenings, and extended hours, serve on 24-hour call on rotation basis, and respond to emergencies on 24-hour basis.

Ability to testify in Court or legal proceedings.

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

II. RESPONSIBILITY:

Incumbent's assignments are guided by definite policies using a variety of methods or procedures. Incumbent plans and arranges own work and only refers to supervisor for unusual matters, such as policy interpretations. Incumbent has a moderate degree of flexibility in the job. On rare occasions, decisions are made in the absence of specific policies and procedures and/or guidance from supervisors. Errors in work are usually prevented through prior instructions from prior instructions from supervisor, and supervisory review. Work errors could result in damage to equipment and endangerment to self or others.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, residents, and the public for the purpose of exchanging and explaining information.

Incumbent reports directly to Confinement Supervisor.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in the Community Corrections Center/Work Release, involving standing for long periods, sitting/walking at will, pushing/ pulling/lifting/carrying objects weighing more than 50 pounds, driving, handling/grasping/fingering objects, reaching/bending, close/far vision, color/depth perception, keyboarding, hearing sounds/communication, speaking clearly, working in confined and small areas, and working near fumes, dust, odors, chemicals, dirt, and noise. Incumbent may be exposed to irate/violent individuals and protective gear and/or equipment must be worn according to department policy to prevent injury to self or others. Incumbent is exposed to normal hazards associated with public health such as communicable disease and blood borne pathogens, for which universal health precautions must be followed to ensure safety of self and others.

Incumbent works weekends, evenings, and extended hours, serves on 24-hour call on rotation basis, and responds to emergencies on 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Residential Services Facilitator for the Community Corrections Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee signature

Date

Print/Type name