



Job Description:  
DeKalb County  
Community Corrections

**POSITION:** Program Facilitator- CHANGE Academy  
**DEPARTMENT:** DeKalb County Community Corrections  
**An Equal Opportunity Employer**  
**REPORTS TO:** Juvenile Services Coordinator  
**STATUS:** Part Time  
**FLSA Status:** Hourly/Nonexempt  
**SALARY:** \$13.00-13.75/Hour

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability necessary. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

**Requirements:**

1. Earned at minimum 30 hours of college credit.
2. Qualify for State of Indiana Substitute Educator Permit.
3. Be available to work 20-28 hours weekly; flexibility required during operational hours of Monday through Friday 8:00 AM to 4:00 PM and be able to substitute as needed.
4. Proficiency in basic computer skills using common programs such as Microsoft Word, Excel, and Outlook.
5. Must possess a valid driver's license.
6. Must pass criminal background check.
7. Must pass an Indiana Department of Child Services substantiated cases check.

**Core Responsibilities:**

1. Model Pro-Social behavior at all times and in all places.
2. Comply with any and all policies and procedures of DeKalb County Community Corrections and DeKalb County Government.
3. Maintain a safe, respectful environment that is conducive to learning.
4. Perform administrative duties that include answering phones, responding to calls, greeting visitors, filing, etc.
5. Conduct drug screens as needed and maintain drug screen records.
6. Provide effective academic instruction of a standards-based online educational curriculum as approved by the IDOE.
7. Document all violations and process them appropriately.
8. Work collaboratively with personnel of DeKalb County schools, resource officers, DCS, Probation, service providers, volunteer organizations, and community stakeholders.
9. Assist the Juvenile Services Coordinator, DeKalb CHANGE Academy and DeKalb County Community Corrections staff as necessary.
10. Attend scheduled staff meetings as required.
11. Direct all efforts toward the attainment of program and departmental missions and to securing organizational stability.

**Additional Job Duties:**

1. Testify in court as needed.
2. Understand and use the principles of evidence based practices in the delivery of services.
3. Perform related duties as assigned.

**\*\*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.**

**Please provide:**  
**Cover Letter & Resume**  
**by As Soon As Possible to:**

Sheena Miller,  
Juvenile Services Coordinator  
DeKalb County Community Corrections- CHANGE Academy  
500 North Street, Suite 1  
Auburn, IN 46706  
Fax: (260) 927-4779  
[dccc@co.dekalb.in.us](mailto:dccc@co.dekalb.in.us)

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**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

This job description describes the duties and responsibilities for employment in this position. I acknowledge I have received this job description, and understand that this is not a contract of employment. This job description does not grant an entitlement or an expectation of employment or continued employment. This job description does not create a property interests or a contract, expressed or implied, guaranteeing employment or employment for any specific duration. All Community Corrections employees are and will remain at will. The employee or DeKalb County Community Corrections may terminate the employee relationship at any time, for any reason, with or without cause or notice. 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