

DeKalb County Community Corrections is looking for a full-time 3<sup>rd</sup> shift Residential Facilitator. The right candidate must model Pro-Social behavior, effectively communicate verbally and in writing, able to use standard office equipment and have a working knowledge and ability to use a variety of computer software. 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. Some duties for this position can be found below. In addition, the County offers benefits such as generous paid holidays and days off along with great medical, dental, vision, County-paid short-term disability and voluntary long-term disability plans, and pension plan!

**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.

All interested candidates must provide a resume and cover letter to Tim Baker, Residential Services Coordinator, as soon as possible. Resumes and cover letters can be emailed, faxed, or mailed to:

1000 Potter Drive

PO Box 6049

Auburn IN 46706

[dccc@co.dekalb.in.us](mailto:dccc@co.dekalb.in.us)

(260) 927-4779

\*\*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.