

MONROE COUNTY

ASSISTANT COMMUNITY CORRECTIONS COORDINATOR

<u>Department:</u>	<u>General</u>	<u>Wage Grade:</u>	<u>Rye-9</u>
<u>FLSA Status:</u>	<u>Non-Exempt</u>	<u>Affiliation:</u>	<u>Non-Union</u>

General Summary:

Assists the Coordinator in the development, implementation, and monitoring of the local Community Corrections Comprehensive Plan and Application under Public Act 511 of 1988. Collects and analyzes program and jail data to ensure progress towards the Comprehensive Plan's objectives and expenditures.

Essential Functions: *[An employee in this position may be called upon to do any of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily]:*

- Assists the Coordinator in developing strategies (programs, policies, practices) to attain State and local proposed objectives.
- Assists in outlining program components which include program descriptions, eligibility criteria, and performance measures.
- Assists in the preparation of contractually required reports, Mid-Year and Year-End, etc.
- Analyzes and disseminates information obtained through various State of Michigan software systems:
 - Offender Management Network Information (OMNI)
 - Community Corrections Information System (CCIS)
 - Jail Population Information System (JPIS)
 - Correctional Offender Management Profiling for Alternative Sanctions (COMPAS)
- Maintains a working knowledge of the software systems listed above and those utilized by Monroe County, including the County Jail, Courts and Financial department.
- Responsible for day to day management of the Community Corrections program by entering data, maintaining offender program files, referrals, required assessments, eligibility documentation, case notes, etc. Ensures only eligible offenders, those who align with State approved eligibility criteria and are likely to contribute to achieving State and local objectives, are enrolled in funded programs.
- Assists in identifying programming needs and available resources. Prepares statistical reports and utilizes the information to guide the development of objectives, which guide decisions regarding service needs and performance outcomes.
- Continually monitors program enrollments for under or overutilization; routinely shares relevant information with the Coordinator, CCAB and referral sources so adjustments can be made to meet anticipated outcomes.

- Meets with service providers on a monthly basis (or as needed) to review program efficiency and compliance with contractual obligations. Determines if State criteria for funding is being met.
- Ensures monthly expenditure reports, which are based on allowable costs for services delivered, are submitted to the State Office of Community Corrections as the contract requires. Understands the relationship between program utilization and budget expenditures to confirm proper cost allocation.
- Serves as liaison to the State, local CCAB, Board of Commissioners, Judges, attorneys, probation officers, court personnel and law enforcement agencies. Assists the Coordinator in preparation for CCAB meetings by preparing meeting packets, taking minutes and setting meeting dates. Assists with meeting presentations when needed.
- Monitors jail inmate population and provides statistical reports on overcrowding for review by the judiciary, jail administration and probation staff.
- Assists in writing newsletters, brochures, articles, etc. explaining Community Corrections Programs.

Other Functions:

- Performs the duties of the Community Corrections Coordinator in his/her absence and the duties that are designated by the CCAB.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications: *[The qualifications listed below are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.]*

Education: Bachelor's Degree in criminal justice, administration, criminology, behavioral sciences, or related area.

Experience: One year of criminal justice experience, preferably related to community corrections programs.

In lieu of a bachelor's degree, a candidate must possess an associate's degree or a minimum of two (2) years of college (equivalent 60 credit hours) in one of the above mentioned fields and (3) years of work experience in criminal justice or community corrections programs.

Other Requirements:

Must possess a valid Driver's License.

Pre-employment fingerprinting.

Knowledge of:

- PA 511, the priorities established by the State Community Corrections Advisory Board and the State Office of Community Corrections.
- The English language including the meaning and spelling of words, rules of composition, and grammar.

- Clerical procedures and systems such as word processing, managing files and office procedures.
- The criminal justice system or programs serving the offender population.
- Evidence-based practices, a risk and needs assessment tool and recidivism.

Skills in:

- MS Office, with ability to organize electronic documents and folders.
- Intermediate or advanced writing, can clearly provide rational justification for proposed objectives and strategies.
- Using technology appropriate to the position held.

Ability to:

- Research State laws and regulations to ensure the County is in compliance
- Analyze numeric data.
- Become knowledgeable in Community Corrections programs/services
- Listen to and understand information that is presented.
- Communicate information and ideas.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfil one or more of these requirements]:*

Access departmental files, enter and retrieve information from a computer.

Vision to read printed material and a computer screen.

Hearing and speech sufficient to communicate in person or over the phone.

Ability to operate a copy machine and other office equipment.

Travel to and access all program locations.

Working Conditions:

Typically works in an office and travels to program locations throughout the County.

May conduct interviews inside the Jail.

Exposed to convicted felons.