

Whitley County Community Corrections

Pretrial Services Coordinator

May 30, 2018

Wage: \$17.00

Status: Part-time

Department: Whitley County Community Corrections

Schedule: Varies

The purpose of the pretrial services program is to assess and classify incarcerated individuals of all races, gender and ethnicity confined in the Whitley County Jail prior to case adjudication. The Coordinator assesses defendants and prepares a release determination to assist the judiciary with conditions of release.

DUTIES:

Develops a means of assessing risk of failure to appear, dangerousness to the community or self, appropriate bond or conditions of release. Developing a tool to accomplish the same.

Creates a program and/or position that functions to safely and efficiently perform the task of bond assessment.

Determines eligibility and appropriateness of individuals for pretrial program participation, including interviewing prospective participants, completing risk and needs assessments, conducting background investigations, and collecting other relevant information by researching records and contacting appropriate sources.

Conducts risk assessments and investigations as needed or as directed by the Court in order to facilitate the release of defendants at the earliest possible time and by the least restrictive procedure.

As needed, prepares release documents, bond conditions, and orders for revocation of release; explains all documents and conditions of release to defendants and their attorneys.

Monitors screened individuals for placement in pretrial programs and prepares a written summary for the Court prior to the individuals Initial Hearing before the Court.

Coordinate level of supervision for pretrial release defendants as directed by the Court.

Whitley County Community Corrections

Investigates failures to appear and violations of release conditions and recommends appropriate action to the Court.

Routinely reviews the incarcerated offender population in an effort to reduce the jail population.

Maintains current computer record of persons screened and maintains appropriate files.

Compiles relevant data and reports statistics.

Assists in the development and implementation of research designed to monitor the effectiveness of the pretrial release program.

Ability to influence and support behavioral change through Evidence Based Practices

Periodically assists other departments as needed, such as assisting with participant intake and collecting/analyzing statistics.

Periodically attends training seminars as required or as needed.

Performs related duties as assigned.

Ensures the program is in compliance with all federal, state, and local health and safety codes.

JOB REQUIREMENTS AND DIFFICULTY OF WORK:

Baccalaureate degree in behavioral science or the equivalent of two (2) years' experience in the human service area.

Knowledge of evidence based principles and practices.

Ability and willingness to work with and among alleged criminals in the Whitley County Jail.

Possession of or ability to obtain required certifications/training within time specified by Court.

Administration, including but not limited to, offender assessments/testing, verbal de-escalation, and disease control.

Whitley County Community Corrections

Working knowledge of basic criminal justice process, and pretrial program eligibility criteria and procedures, and ability to appropriately assess/screen prospective participants, maintain accurate records, and compile reports as required.

Working knowledge of Standard English grammar, spelling and punctuation, and ability to effectively communicate orally and in writing with co-workers, other County departments, Prospective participants, victims, and social service providers, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

Working knowledge of and ability to follow personnel policies and work rules of the employer/department, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to understand and follow written and oral instructions from supervisor, and appropriately respond to constructive criticism.

Ability to properly use various department equipment, including computer, printer, copier, and fax machine.

Ability to deal swiftly, rationally and decisively with potentially violent individuals, and deescalate volatile situations by means of conversation/negotiation, occasionally by physical force, as situations demand.

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

Ability to work alone with minimum supervision and with others in a team environment, and maintain appropriate, respectful interrelationships with co-workers.

Ability to work on several tasks at the same time, often under time pressure, and complete assignments effectively amidst frequent distractions and interruptions.

Ability to occasionally work extended and/or evening hours, and occasionally travel out of town for training, sometimes overnight.

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

Whitley County Community Corrections

As a result of the duties associated with this job, there is the potential of becoming exposed to blood borne pathogens and other potentially infectious diseases. To safeguard employees and eliminate the liability placed on Whitley, employees working in this position shall begin the three shot Hepatitis B vaccination and subsequent training within 10 days of their initial job assignment per OSHA 29 CFR 1910.1030(f)(2)(i). The initial and two subsequent vaccinations shall be administered by the Whitley County Health Department and free of charge to the employee. If the employee has previously received the three shot Hepatitis B vaccination, official documentation must be provided to the supervisor identifying the dates in which each shot was appropriately administered. A Temporary Medical Declination may be made for a period of up to six months. A Declination form must be completed, outlining the medical reasons for the temporary declination and forwarded to Human Resources.

Employees temporarily declining the vaccine are prohibited from performing any duties in which they may be exposed to a blood borne pathogen or other potentially infectious disease until they are able to begin/continue the series of vaccinations. Failure to comply will result in termination of employment.

Must be at least 21 years of age.

Incumbent reports directly to the Whitley County Judges.

Please send resume/application to the address or e-mail listed below. Accepting resumes/applications through Friday, June 11, 2018

Angela Campbell

Whitley County Government
Human Resource Director/County Coordinator
220 West Van Buren Street, Suite 101
Columbia City, IN 46725
PHONE (260) 248-3134 / FAX (260) 248-3182
wchr@whitleygov.com

****WHITLEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER****