

LANCASTER COUNTY
COMMUNITY CORRECTIONS COORDINATOR

5761

NATURE OF WORK

This is supervisory and administrative work assisting the Director in managing the operations and personnel of the Community Corrections-Alternatives to Incarceration program for adults.

Work involves responsibility for the supervision and evaluation of the work performed by personnel of Community Corrections; assisting in the planning and development of departmental policies and procedures and program services offered to ensure compliance with local, state, and national standards. Work also involves participating in applicant interviewing and hiring processes; managing staff schedules, assisting in locating community resources to aid in program development. General supervision is received from an administrative supervisor with work being reviewed in the form of conferences, reports submitted and training effectiveness. Supervision is exercised over subordinate staff.

EXAMPLES OF WORK PREFORMED

Supervises and evaluates the work performed by subordinate staff; assists in the applicant interviewing and selection process for employment; acts of behalf of the Director in their absence.

Develops, reviews and updates agency policies and procedures; communicates new or revised policies and procedures to personnel.

Maintains appropriate documentation which supports compliance with federal, state, and local laws; collects and monitors data outcomes; prepares reports as necessary.

Participates in client program orientation; coordinates client program activities, and provides skills training and development to clientele.

Provides community consultation and coordination as appropriate.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of the adult justice system including federal, state, and local standards relating to alternatives to incarceration.

Considerable knowledge of the functions and services of community organizations, related human services, mental health and substance abuse resources.

Knowledge of sociological, behavioral, and cultural factors influencing behavior and attitudes of offenders in the criminal justice system.

Ability to establish and maintain effective working relationships with clients, co-workers and the general public.

5761 LANCASTER COUNTY COMMUNITY CORRECTIONS
COORDINATOR

Page 2

Ability to coordinate multiple services and functions among various staff and programs.

Ability to work independently and assign priorities to pending projects.

Ability to use a personal computer including basic word processing and a variety of computer software applications.

Ability to effectively supervise subordinate employees.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from a four -year accredited college or university with major coursework in criminal justice, psychology, sociology, social work, or related field plus two years of experience in the mental health, substance abuse or correctional field including six months of supervisory experience or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

NECESSARY SPECIAL REQUIREMENTS

Possession of a valid driver's license when operating a vehicle is required in the performance of assigned duties.

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