

LANCASTER COUNTY
COMMUNITY CORRECTIONS PROGRAM SUPERVISOR

NATURE OF WORK

This is advanced human service work with direct responsibility for the supervision of an identified program area operating within the Department of Community Corrections.

Work involves monitoring the daily needs and activities of the program to provide continuity of services for clients, the department and other criminal justice partners. Work also involves organization of activities in other department areas of operation including participation and leadership in department committees. In addition, an employee in this class is responsible for maintaining records and monitoring quality improvement functions in accordance with best practice standards and evidence-based practices. Incumbents of this class are expected to carry a caseload in their area of expertise and participate in all program functions including multidisciplinary team activities and are subject to afterhours program support. Supervision is received from the Program Manager.

EXAMPLES OF WORK PERFORMED

Reviews daily activities of the specified program areas to provide continuity of services to clients, program staff, the department and other criminal justice partners.

Trains new staff in program area to ensure program guidelines and parameters and standard operating procedures are implemented.

Supports program staff to promote optimal team functioning in a dynamic criminal justice environment where change and accommodation is often necessary.

Develop and maintains a current, up to date policy and procedural guide for the daily operations of Community Corrections to remain in compliance with best practice and evidence-based standards.

Performs a leadership function on other identified Department Policy and Development Committees.

Work jointly with agency representatives to coordinate necessary client services.

Carries a case load in the program area of expertise and perform all duties as a Community Corrections Case Worker or Mental Health Specialist.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Considerable knowledge of sociological, behavioral and cultural factors influencing the behavior and attitudes of people.

Considerable knowledge of the laws, statutes and ordinances covering the requirements of persons served by Community Corrections.

Considerable knowledge of best practice standards and evidence-based practices in the field of Criminal Justice.

Considerable knowledge of functions and services of community organizations and agencies.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with clients, staff and criminal justice systems personnel.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business, psychology, sociology or related field plus three years of experience case managing activities of individuals participating in a program under the administration of the Department of Community Corrections or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

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