

**RUSH COUNTY COURT SERVICES
131 E. 1st ST
RUSHVILLE, INDIANA 46173**

POSITION ANNOUNCEMENT

Rush County Court Services announces openings for a Full-Time Field Supervision Officer. This position is responsible for direct client supervision for offenders. Work will be performed in an office or field. Tasks include, but are not limited to, the following: supervise, assist and monitor program participants, collection of urine screens, reviewing, executing and insuring compliance with program conditions, conducting intakes for clients with programming, maintaining various documents and computer files. Rush County requires its staff to utilize evidence-based practices.

Qualified applicants should demonstrate an ability to work independently and with minimal supervision. They must possess at minimum a High School Diploma, preferred secondary education in the area of criminal justice, psychology, sociology, or a related area, or an equivalent combination of education and experience. They must possess a valid Indiana driver's license. They should demonstrate an ability to complete firearms training and qualifications. This position has a salary range based on education, experience, and qualifications from \$32,000 to \$38,000. A detailed position description may be obtained at the address below. Closing date is 11/30/2021 or until filled.

Resumes should be sent to the following:

Jake Kolb
Deputy Director
Rush County Court Services
101 E. Second St. Rm 316
Rushville, IN 46173
jkolb@rushcounty.in.gov

Rush County Community Corrections Job Description

DEPARTMENT: Community Corrections

POSITION: Field Supervision Officer

STATUS: Full-time

FLSA STATUS: Non- Exempt

SCHEDULE: 2nd Shift (flexible hours)

PAY RATE: \$32,000.00- \$38,000.00

Rush County is an equal opportunity employer.

Application Process:

To apply, please submit a resume to the Community Corrections Deputy Director, Jake Kolb. Resumes may be submitted electronically to jkolb@rushcounty.in.gov or may be submitted to the Community Corrections office, located in the Rush County Sheriff's Department at 131 E. 1st St. Rushville, IN 46173.

Position Summary:

Position is responsible for monitoring and supervising both male and female offenders who have been placed on Community Corrections by the courts. The monitoring and supervision will be conducted through both field and office responsibilities. This position may be required to be on call and work a flexible schedule, i.e. weekdays, weekends, evenings, and holidays. This position reports to the Deputy Director of Community Corrections.

Principal Duties and Responsibilities:

- Provides surveillance and supervision of offenders placed in the Community Corrections programs.
- Monitors the daily whereabouts of offenders placed on Community Corrections programs, verifies participants addresses and work sites to ensure appropriateness and compliance of Court orders.
- Facilitates regular visuals at offender's home, place of employment, or on-site check-ins, prepares reports of monitoring activities, and provides oral and written instructions of program guidelines.
- Monitor and upkeep the electronic monitoring database, and maintain/investigate alerts.
- Complete incident, monitoring, and related written reports as necessary.
- Participate in regular staffings and confer individually with the Deputy Director and Community Supervision Manager for case consultations, review of court documents and department reports, and other work-related issues.

- Responsible for addressing issues, problems, and collections of the electronic monitoring equipment.
- Conducts urine drug screens, portable breath tests, and searches as necessary.
- Assists in assuming the duties of other personnel as needed and all other duties as assigned.

Training Duties:

The Field Supervision Officer (FSO) shall be well informed about new trends, new programs, and research in community corrections. Each year, the FSO will complete a minimum of 15 hours of training directly related to their scope of work and participate in staff development and training programs as required.

Continuous Quality Improvement Duties:

The Field Supervision Officer will perform their duties to the best of their ability and will improve such duties as recommended through continuous quality improvement feedback. This will include direct observation of interaction with clients (motivational interviewing, administering rewards and sanctions, problem solving, etc.)

Community Relation Duties:

The Field Supervision Officer will develop and maintain positive and supportive relationships to key players in the community. This would include but is not limited to: staff, Judges, Probation, Prosecutor's Office, all departments within the Courthouse, Public Defender's Office, Attorneys, Treatment/Service providers, Law Enforcement Agencies, Employment Agencies, County Departments, Schools, as well as the general public.

This contact is necessary for a wide variety of purposes, including but not limited to resolving problems, gathering information, preparing reports, and coordinating services.

Minimum Qualifications:

- Must possess at minimum a High School Diploma. Associate's Degree in Criminal Justice, Psychology, Sociology or related field, or previous law enforcement experience (preferred)
- Must have experience and knowledge in evidence-based practices for community supervision; cognitive-behavioral interventions; and a clear understanding of addictions and other mental health conditions.
- Must have extensive knowledge of the criminal justice process/proceedings, statues and community corrections programs. The Field Supervision Officer must have the ability/knowledge to implement, monitor, and measure evidence-based practices.
- Ability to effectively communicate, interview, investigate and work with clients to assure proper completion of all program requirements.
- Must possess a valid Indiana driver's license.
- Ability to maintain strict confidentiality of all department records and information.
- Ability to operate and properly utilize Department equipment including: vehicle, handgun, Taser, computer, radio, Portable Breath Tester, electronic monitoring equipment, and cell phone.

- Working knowledge of radio frequencies, codes, procedures, and limitations.
- Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself and others against infection.
- Ability to work extended, evenings and/or weekend hours, travel out of town, and respond to emergencies on a 24 hour basis.
- Ability to resolve emergency/crisis situations and take appropriate action as required.
- Ability to prioritize assigned work and carry out written and oral instructions.
- Ability to speak clearly and be understood when communicating in person, by radio or by telephone.
- Ability to pass an initial and random drug screens.