

LEAVENWORTH COUNTY JOB POSTING

VACANCY 25-10-9

TITLE: Adult Intensive Supervision Officer/ Juvenile Intake Officer

DEPARTMENT: Department of Community Corrections

PAY:\$28.78-\$36.78 per hour (DOE) Full Time Benefits Eligible

EXEMPT/NON-EXEMPT: N

LOCATION: 520 South 2nd Street, Leavenworth KS 66048

SUPERVISOR: Supervisors/Director of Community Corrections

SUPERVISES: N/A

County Employees Only: May apply at the Human Resources Department, 1st Floor, Suite 104, in the County Courthouse.

General Public: May apply at the Leavenworth Workforce Center, 515 Limit Street, Leavenworth, Kansas or **EMAIL** applications to hr@leavenworthcounty.gov or fax the application to **(913) 684-1028**. Application may be found on the Leavenworth County website at www.leavenworthcounty.gov under Departments / Human Resources / Apply Here

*****POSITION CLOSES WHEN FILLED*****

LEAVENWORTH COUNTY JOB DESCRIPTION

TITLE: Adult Intensive Supervision Officer/Juvenile Intake Officer

DEPARTMENT: Community Corrections

PAY LEVEL: \$28.78- \$36.78/hourly (DOE/YOS)

EXEMPT/NON-EXEMPT: N

LOCATION: Leavenworth Community Corrections

SUPERVISOR: Adult Intensive Supervision Supervisor/Juvenile Intake Supervisor/Director

SUPERVISES: N/A

PERCENTAGE OF TIME

65

ACCOUNTABILITIES

Supervises high risk felony level adult criminal offenders within a community setting in accordance with KDOC standards and Evidence- Based Practices. Monitor compliance with court orders and maintain public safety. Interview and assess clients; prepares supervision plans; reviews and prepares progress reports; participates in crisis intervention; meets with clients' attorneys and families, refer to treatment service providers for mental health and substance use impaired individuals. Conducts in-person meetings with clients in office, in field locations not limited to residential, employment, vocational, and educational settings. Responsible for collateral contacts to verify clients' efforts within program and community. Performs urinalysis collection and testing; attends mandatory yearly training. Facilitates behavioral change programs.

25	Prepares reports and recommendations for the judges; prepares affidavits for revocation or probation screens and refers clients to mental health/substance abuse agencies/groups, AA groups and employment office; prepares weekly and monthly reports; prepares reports on clients for use by employers, and law enforcement.
10	Completes intake process and assessments for all youth referred to JIAC through law enforcement contact. Maintains care and safety of youth during intake process. Completing and submitting mandated reports to child welfare agencies and referrals as necessary.

SCOPE:

Must be knowledgeable of all county rules and regulations, state regulations, law and procedures and local law relating to intensive supervision of adult offenders. This position will be responsible to supervise adult felony offenders placed on probation within the community, prepare reports, and provide court recommendations and testimony. This ISO will work collaboratively with the offender to identifying high risk/needs areas and developing a corresponding plan of action for addressing those areas in an effort to reduce offender recidivism, will partner with internal and external treatment providers, employment and other community resources and referral agencies. Must be available to work full time day hours Monday through Friday and a rotating bi-monthly 7-day on call shift to assist with Juvenile Intake and Assessments. This is a dual role, ideal for an individual who is highly motivated and ready to encounter a wide variety of criminal justice opportunities.

KNOWLEDGE AND SKILLS: (*Required prior to employment)

1. Knowledge of Evidence-Based principles and practices of community supervision. *
2. Knowledge of department policies and procedures.
3. Knowledge of Kansas Department of Corrections standards, policies and procedures.
4. Knowledge of County Personnel Rules.
5. Knowledge of form requirements, KDOC, county policies and departmental policies.
6. Ability to keep accurate records and to prepare accurate reports.
7. Knowledge of and skill in proper verbal, telephone, and written communication etiquette. *
8. Knowledge of and skill in proper courtroom etiquette. *
9. Knowledge in personal computer/technology use. *
10. Must be able to pass a criminal history background check. *
11. Must obtain a valid driver's license. *

HUMAN RELATIONS: (This is not an inclusive list; other relationships may exist.)

1. Communicate effectively with a diverse population of high-risk felony level adult offenders.
2. Effectively de-escalate situations and appropriately respond to individuals using Effective Practices in Corrections, Evidence-Based Practices, and motivational interviewing techniques.
3. The ability to assess and respond appropriately to potentially high-risk situations where individuals under supervision may be in crisis or impaired due to mental illness or a drug induced state.
4. The ability to professionally communicate with judicial officials, attorneys, counselors, treatment providers, management, colleagues, offender clientele and parents/guardians concerning supervision.
5. Duty to report mandated concerns regarding vulnerable populations and potential victimization to appropriate human services and law enforcement agencies for investigation to maintain public safety.
6. Report pertinent information gathered during contacts with adult offenders or juvenile intakes

to the necessary parties while maintaining professionalism, sensitivity, and confidentiality.

ENVIRONMENTAL DEMANDS:

1. Work is performed in a secure, modern, smoke-free, office setting.

MINIMUM QUALIFICATIONS:

Must be at least twenty-one (21) years of age. Must have a valid Driver's License. Must have the ability to pass NCIC, KBI, FBI, KDHE and SRS criminal history background check with fingerprinting. Must have the ability to pass drug screening prior to employment and participate in random drug screening in accordance with Leavenworth County Drug Screening policy. Must have the ability to pass truth verification testing and pass a clinical psych evaluation prior to employment. Must possess a Bachelor's Degree in the field of criminal justice, human/social services, behavioral sciences, or a related field.

PREFERRED QUALIFICATIONS:

Master's degree in a related field. Three years of experience working with adult or juvenile offender populations in the state of Kansas. LS/CMI certified. WRNA certified. EPICS certified. Case Management Certified. ATHENA experience. Court room and legal document writing experience.

ADA/PHYSICAL DEMANDS:

1. Vision. Adequate to use personal computer, filing, completion of reports, forms and correspondence.
2. Hearing. Adequate for normal conversation with employees or offenders and the general public.
3. Speech. Must be able to speak and understand English language clearly to provide detailed information by telephone and in person.
4. Standing. 10% of the time – when performing certain tasks and when operating various office machines.
5. Walking. 10% of the time – when conducting field visits, and general duties about the office and justice center, etc.
6. Sitting. 80% of the time – when completing supervision/case management, personal computer, and telephone work assignments.
7. Lifting/Carrying. 20 pounds – lifting files, office supplies, and reports.
8. Pushing/Pulling. 50 pounds – moving files boxes, office supplies, and reports; and when opening and closing file cabinet drawers and doors.
9. Climbing/Balancing. Required when negotiating stairs, or retrieving files or supplies from overhead or from the floor.
10. Stooping/Kneeling. Required when retrieving or filing from lower drawers or when retrieving items, office supplies, etc. from the floor.

11. Reaching/Handling. Required on most tasks.

I have read the job description and understand the content.

Signature

Date

LEAVENWORTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER