

**POSITION DESCRIPTION
COUNTY OF LAPORTE, INDIANA**

POSITION: Residential Coordinator
DEPARTMENT: Community Corrections Center
WORK SCHEDULE: 8:00 a.m. – 4:00 p.m., M-F
JOB CATEGORY: POLE (Protective Occupations and Law Enforcement)

DATE WRITTEN: May 2006
DATE REVISED: January 2012

STATUS: Full-time
FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. The County of LaPorte provides reasonable accommodation to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.

Incumbent serves as Residential Coordinator for the LaPorte County Community Corrections Center, responsible for administering and directing daily operations and personnel for the community corrections program.

DUTIES:

Enforces local, state and federal laws by implementing effective policy to protect the lives and property of the people.

Monitors Program detainee activities and behaviors, ensuring compliance with program rules and regulations, and reporting all unusual activity and/or inmate grievances to appropriate department staff officer.

Obtains warrants for detainees who have escaped from the Community Corrections Program while outside the Community Corrections facility.

Compiles and prepares reports and summaries of activities of Community Corrections participants for department superiors as required.

Serves as Program liaison with employers of Community Corrections detainees and with County Courts and Probation departments in order to resolve problems with detainees.

Performs intake procedures for program participants, including interviewing detainees and completing necessary paperwork.

Maintains communication with detainees, co-workers and various law enforcement agencies to resolve conflicts with operations, coordinate joint procedures, and provide information and assistance as needed.

Supervises and directs assigned personnel, including administering personnel programs and

procedures, providing orientation for new subordinates, planning/delegating work assignments, evaluating performance, recommending personnel actions such as promotions/demotions, maintaining discipline and recommending corrective action as warranted. Periodically, updates supervisor and staff of organizational developments, analyzes human resource needs and recommends increases/decreases in staff, reviews position documentation for newly created or significantly revised positions, and interviews and hires job candidates.

Oversees scheduling of Residential Officers and coordinates training for Residential Officers as needed.

Reviews reports pertaining to Residency staff and conducts follow-up investigation as appropriate.

Oversees facility maintenance and repairs and coordinates repair work with County Maintenance department.

Attends various meetings as required and participates in the grievance process and staff management relations.

Attends CAB Court hearings and occasionally testifies in legal proceedings/court as required.

Responds to emergencies on a 24-hour basis.

Performs related duties as assigned.

I. JOB REQUIREMENTS AND DIFFICULTY OF WORK:

High school diploma or GED.

Must be at least 21 years of age.

Ability to meet all hiring requirements, including passage of a criminal background check and a drug screen.

Possession of or ability to obtain and maintain possession of all required certifications, including, but not limited to, CPR, first aid, and biohazard training.

Completion of Jail Officer training at the Indiana Law Enforcement Training Academy.

Knowledge of legal requirements and standard policies, practices, and general operations of the facility, with ability to apply appropriate procedures to ongoing operations.

Knowledge of and ability to properly use all department equipment and weapons and ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, take authoritative action, and apply appropriate discretion and common sense.

Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against infection.

Working knowledge of standard office procedures and computer software applications used by the department, with ability to apply such knowledge to a variety of interrelated processes, tasks and operations.

Working knowledge of standard English grammar, spelling and punctuation, and ability to maintain complete and accurate files and records and detailed written reports as required.

Ability to supervise assigned personnel, including administering personnel programs and procedures, providing orientation and training, planning/delegating work assignments, evaluating performance, recommending personnel actions such as promotions/demotions, maintaining discipline and recommending corrective action as warranted.

Ability to properly operate standard office equipment, including computer, calculator, copier, fax machine and telephone.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement agencies, Courts, Probation, Indiana Correctional Association, detainees, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

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

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with hostile/violent individuals.

Ability to understand, memorize, retain and follow oral and written instructions.

Ability to compare and observe similarities and differences between data, people, or things.

Ability to compile, analyze and evaluate data, make determinations, and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment, often on several tasks at the same time.

Ability to apply knowledge of people and locations, plan/layout assigned work projects, and make simple arithmetic calculations.

Ability to testify in legal proceedings/court as required.

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

Ability to respond to emergencies on a 24-hour basis.

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

II. RESPONSIBILITY:

Incumbent performs duties according to standard departmental policies and procedures, taking authoritative action in response to situational demands. Assignments are guided by definite objectives using a variety of methods or procedures, with incumbent referring to supervisor for unusual matters, such as policy interpretations. Errors in work are primarily detected or prevented through supervisory review. Undetected errors could result in potential harm to self or others, inconvenience to members of the public, and/or liability to the department or other County departments/officials.

III. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent contact with co-workers, other County departments, law enforcement agencies, Courts, Probation, Indiana Correctional Association, detainees, and the public for purposes of exchanging information, coordinating operations, providing training/instruction, and resolving problems.

Incumbent reports directly to the Assistant Director.

IV. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment and in a correctional facility, involving sitting/walking at will, keyboarding, lifting/carrying objects weighing under 25 pounds, bending, reaching, crouching/kneeling, close vision, driving, speaking clearly, hearing sounds/communication, and handling/grasping/fingering objects. Incumbent maintains considerable contact with program participants and may be exposed to irate/hostile individuals and/or physical violence. Incumbent may be required to wear protective clothing and/or equipment, such as latex gloves. Universal health/safety precautions must be followed at all times to avoid contamination, infection and/or injury to self and others.

Incumbent occasionally works extended, evening and/or weekend hours and occasionally travels out of town for training, sometimes overnight. Incumbent responds to emergencies on a 24-hour basis.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Residential Coordinator for the LaPorte County Community Corrections Center describes the duties and responsibilities for employment in this position. I

acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes_____ No_____

Applicant/Employee Signature

Date

Print or Type Name