

JOB DESCRIPTION: COMMUNITY SERVICES PROGRAM COORDINATOR

DATE: 02/06/2015

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Community Justice	CLASSIFICATION:	225
SUPERVISOR:	Community Justice Dir.	SALARY RANGE:	25
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Plan, coordinate, supervise and direct the activities of the Community Services program including Work Crew, Transition Housing, Electronic Monitoring and Department of Community Justice Community Services programs as assigned. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervise, plan, coordinate and direct all aspects of the Community Services Programs, including work crew program, maintaining the Transitional House and overseeing electronic monitoring for adult and juvenile offenders. This may include additional programs as they are developed.

Supervise work crew clients in the field, transition housing or programs. Resolve client conflicts and grievances. Prioritize, plan and assign work appropriate to each individual's ability and crew dynamics. Drive crews to work sites. Meet with clients to review and approve applications. Conduct client orientation, including safety procedures and programs rules. Assign work schedules and track compliance. Submit reports on non-compliance and attend court hearings.

Supervise Community Services Program staff, including assigning and reviewing work, scheduling, evaluating performance, training and administering appropriate corrective and disciplinary action. Handle employee complaints including step 1 union grievances and effectively recommend on hiring and dismissal decisions.

Establish new contracts/worksites. Serve as the primary contact for contracted and partnering agencies to ensure quality control, resolution of conflict and evaluation of assigned work. Act as liaison with the court, social service agencies and other organizations concerned with client participation. Represent the Community Services Program at meetings relating to worksite development, client work and scheduling. Schedule and coordinate work crew projects with various departments and agencies, such as Public Works (Road and Parks), Fairgrounds, Facilities Maintenance, Sheriff's Office and external agencies.

Participate in mandated and optional training opportunities.

Maintain and submit appropriate records on programs and clients, including applications, denials, participation, compliance, work hours, payments, statistics, court reports, and completion of necessary paperwork on the work performed, including safety records and incident and injury reports.

Assist in the development of objectives, standards, policies and procedures for the effective utilization of Community Services Programs. Assist in the development, oversight and maintenance of Program contracts.

Maintain and repair of Program facilities and equipment, which may include minor repair on small equipment or facility upkeep, preventive maintenance and the development of replacement schedules of all equipment and facilities; Maintain inventory and ordering of supplies, Purchase

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supplies and equipment as appropriate within budget guidelines and County purchasing rules. Estimate time and material costs to manage daily activities of the Community Services Programs.

Follow all safety rules and procedures established for work areas. Ensure that clients comply with safety rules and procedures, including proper operation of tools and use of appropriate personal protective equipment. Comply with all relevant County policies and procedures.

SUPERVISORY RESPONSIBILITIES: Supervise 3-5 Community Services Program employees. Carry out supervisory responsibilities in accordance with the County's and Department's policies, procedures, labor union agreements and applicable laws. Responsibilities include participating in interviewing and hiring processes; training employees; planning, assigning and scheduling work, directing and evaluating work; administering appropriate corrective and disciplinary action. Handle employee complaints including step 1 union grievances and effectively recommend on hiring and dismissal decisions. Coordinate all personnel functions with the Director.

SUPERVISION RECEIVED: Work under the general direction of the Director who reviews work according to established policies, procedures and standards.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Associate Degree or equivalent level of college credit with at least five years' work experience in the corrections or criminal justice field which has included offender or public contact, and at least two years lead work or supervisory experience. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of an appropriate Oregon motor vehicle operator's license and must be insurable under the County's liability coverage. Possession of, or ability to obtain within three (3) months of employment, a current first aid/cpr card.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of standard practices, materials and methods about criminal justice systems including Restorative Justice programs, court processes, knowledge of behavior and adjustment problems in adult offenders and methods of treatment, knowledge of state criminal laws. Familiarity with computers systems including commonly used application software programs such as word processing and spreadsheets.

Ability to prepare accurate and complete reports and communicate effectively in written or verbal form. Ability to communicate effectively with persons of various ethnic or racial groups and socio-economic levels who may be hostile or abusive. Ability to work independently with minimal supervision. Ability to effectively supervise work crews and coordinate work effectively with the Director of Community Justice. Ability to maintain harmonious and effective working relationships with fellow employees, other agencies, County officials and the general public. Ability to apply practical knowledge of program knowledge to daily activities. Ability to efficiently and effectively operate equipment and vehicles used in the performance of duties assigned.

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PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. This position requires frequent activity in the grounds which may require additional physical demands, such as walking, bending, stooping, reaching, etc. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds and frequently lift and/or move up to 50 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; and toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions and risk of electrical shock. The noise level in the work environment is usually loud. There is daily contact with adult offenders that may require interaction to diffuse offender aggression. Work schedule includes weekends on a regular basis. Requires entry into jails and other correctional facilities. Exposed to hazards and risks which accompany exposure to offenders under supervision. Extensive travel required to work sites, often in remote areas.