

**June 18, 2020**

**DEPARTMENT:** Madison County Community Justice Center/Work Release  
**POSITION:** Correctional Officer  
**STATUS:** Part-Time  
**FLSA STATUS:** Non-Exempt  
**JOB CATEGORY:** POLE (Protective Occupational & Law Enforcement)  
**WORK SCHEDULE:** Work hours will vary due to need of 24 hour, 7 days a week facility

**JOB DESCRIPTION (Summary)**

1. Ability to have direct interaction with program participants daily. This interaction includes monitoring compliance with program rules and regulations, and compliance with individual treatment plans.
2. Ability to work independently and with minimal supervision as well as possess strong interpersonal skills.
3. Responsible to complete various tasks that include but not limited to, administering urine drug screens, daily dormitory monitoring, data entry, verification of employment, preparing reports, etc.
4. Ability to effectively work and communicate orally, and in writing as well we maintain strict confidentiality.
5. Complete participant intakes while utilizing motivational interviewing, and with knowledge of prescribed legal guidelines, and facility policies and procedures.
6. Responsible for monitoring, and logging in and out logs of program participants.
7. Provide encouragement/guidance in modifying attitudes and patterns of behavior.
8. Establish and maintain a working relationship with referral sources i.e. local judiciary system, prosecuting attorneys, probation/parole departments, prison system, victim advocates, and various social service agencies.
9. Ability to incorporate Evidence Based Practices in your everyday work.
10. Complete incident/disciplinary reports, contact logs, and other documents in a timely manner.
11. Provide additional assistance and/or corrective action, as deemed appropriate daily.
12. Must be willing to testify in court, as necessary.
13. Ability to operate motor vehicle to transport participants, retrieve supplies, etc.
14. Maintain safety and cleanliness of the facility, and conduct walkthroughs of the facility daily.
15. Operate the facility body scanner, and handheld metal detector.
16. Conduct pat down, and locker/area searches daily. On occasion, conduct strip searches.
17. Performs other related duties as assigned

**EDUCATIONAL REQUIREMENTS**

High school diploma or GED.

**June 18, 2020**

**JOB REQUIREMENTS (SUMMARY)**

1. Ability to work irregular and/or extended hours, on short notice due to needs of 24-hour/7 day a week facility.
2. Appropriately receive, secure, and account for articles received in evidence, offenders' fees, or personal belongings of participants. Thorough knowledge of and ability to make practical application of the customary practices, procedures, rules and regulations of the Department and to take authoritative action as situations demand.
3. Administer Alka-sensor and urine drug screen testing and prepares required reports and documentation.
4. Possession of and/or ability to obtain/maintain required certifications and training, including but not limited to the Indiana Risk Assessment System (IRAS), First Responder/CPR certification, Prison Rape Elimination Act (PREA) and defense tactics training. Completion of Correctional Officer training by attending/participating in various trainings yearly.
5. Ability to work alone with minimum supervision and with others in a team environment, often under time pressure, and on several tasks at the same time. Must demonstrate strong human relations skills such as negotiation, conflict resolutions, and assertive consultation.
6. Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, and take authoritative action applying appropriate discretion and common sense. Properly secures and/or physically restrains violent and uncontrollable detainees as situations demand.
7. Possession of a valid Indiana driver's license and a demonstrated safe driving record.
8. Effectively communicate with co-workers, Department superiors, law enforcement agencies, Courts, participants, and members of the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
9. Perform essential functions of the position without posing a direct threat to the health and safety of self and other individuals in the workplace. Working knowledge of universal health precautions and bloodborne pathogens control, and ability to apply such knowledge to protect oneself against infection.
10. Assist participants with modifying behavior by promoting and modeling positive social values, encouragement, personal accountability, daily living skills, personal hygiene, health care issues, and guidance in resolving conflict.
11. 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 meet all Department hiring requirements, including passage of a drug test
12. Performs other related duties as assigned.

**To be considered, please send a cover letter, resume and three (3) references to Jenny Chambers, Residential Security Supervisor, at the Madison County Community Justice Center located at 119 Jackson Street, Anderson, IN 46016 or by email at: [jchambers@madisoncounty.in.gov](mailto:jchambers@madisoncounty.in.gov).**

**The Community Justice Center is an Equal Opportunity Employer (EOE).**