

GEARY COUNTY JOB DESCRIPTION

Job Title: Intensive Supervision Officer I (ISO I)

FLSA: Non-Exempt

Salary Range: EE - \$25.00/hr.

Reports To: Intensive Supervision Officer II (ISO II)

Department: Community Corrections Marion and Morris Counties Date: June 2021

JOB SUMMARY

The job duties of the Intensive Supervision Officer I include but are not limited to: supervising clients assigned to the 8th Judicial Community Corrections; to assist each client in improving the level of functioning within the community through education, employment, counseling, etc.; and to provide responsive, courteous and efficient service to all county residents and the general public.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what the Intensive Supervision Officer I might be asked to perform. This job description is to incorporate any County Ordinances for the position of Intensive Supervision Officer I. This position description is not designed to list all tasks and responsibilities of this position. Geary County reserves the right to revise or change job duties as the need may arise. This position description does not constitute a written or implied contract of employment.

Administrative Functions:

- Provide supervision of an assigned caseload of defendants placed on Intensive Supervision Probation (ISP) through the District Court.
- Develop case supervision plans for clients based on the top two to five domains identified through the utilization of state approved risk/needs assessments.
- Meet with the client to develop and review their behavioral objectives, offender tasks, and staff tasks to assist the client in addressing the top areas of needs.
- Utilize skills in communicating with clients to assist them in developing motivation for change.
- Make referrals based on the client's criminogenic risks/needs.
- Maintain contact with all referral sources to verify the client's participation and progress in treatment.
- Enter client records into the statewide computer management information systems

- and/or databases; keeping client's records current.
- Monitor all client violations of probation and address those through implementation of internal sanctions or by requesting a Motion to Revoke Probation.
- Complete all internal sanctions within ten (10) days of the date the violation occurred.
- Monitor all conditions of probation and request extensions of probation as needed.
- Evaluate client performance/compliance on probation to determine if request for early termination is appropriate under the Justice Reinvestment Act.
- Ensure that client activity is in accordance with all court and program requirements.
- Meet with the client and review case plans frequently to ensure the client is informed of conditions and expectations of probation.
- Maintain a case file on all clients under supervision; document all contacts with the client in a current and concise summary.
- Obtain signed releases of information for all employers, treatment providers or other individuals as needed.
- Maintain file documentation of all drug and alcohol testing including test results.
- Close out all case files upon termination of supervision.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment. This position is subject to pre-employment and random employment drug and alcohol testing/screening.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree in human services.
- Participate in a minimum of 40 job-related hours of training each fiscal year, as funding allows.
- A valid Kansas driver's license required.
- Must pass a thorough criminal background check, including Child Abuse and Neglect Central Registry, FBI, and KBI,

SKILLS AND ABILITIES

- Working knowledge of Kansas criminal law needed as well as a strong understanding of the related Kansas Administrative Rule and Regulations.
- Knowledge of evidence-based practices in corrections:
 - Kansas Department of Corrections Standards.
 - Kansas Criminal Code
 - Kansas Sentencing Guidelines
 - Kansas Juvenile Offender and Child-in-Need of Care Codes.
- Knowledge of the policies and procedures of Community Corrections.
- Knowledge of policies and procedures unique and specific to Geary County and the 8th Judicial District.
- Ability to establish and maintain effective working relationships with probation departments, outside service providers, and the community.

- Ability to maintain a professional demeanor when dealing with the public.
- Ability to take control of situations in a responsible manner.
- Ability to comprehend, retain and apply County, State, and Federal policies and legislation, i.e. local ordinances, procedure manuals, MSDS sheets, safety manuals; and warning labels.

EQUIPMENT KNOWLEDGE REQUIRED

- Ability to operate various types of equipment – standard office equipment, computer and basic knowledge of Microsoft Office software, etc.
- Ability to operate state approved electronic information systems.
- Other equipment could be required.

LANGUAGE SKILLS

- Ability to maintain a positive work atmosphere by acting and communicating in a professional and friendly manner with customers, citizens, co-workers and management.
- Ability to communicate in a professional, clear and concise manner both verbally and in writing.
- Professional contacts include clients, members of the public at large, County Attorney's office personnel, the defense attorney and district court or magistrate judges.
- Ability to develop, interpret and implement local policies and procedures; written instructions, general correspondence, Federal, State, and local regulations, safety manuals, operating and repair manuals, etc; and warning labels.

MATHEMATICAL SKILLS

- Ability to perform basic mathematical calculations.

REASONING ABILITY

- Ability to respond to complaints and grievances posed by the public.
- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to use good judgment and effectively solve problems.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these functions.

Physical Environment:

- The duties of this job include physical activities such as stooping, kneeling, standing, reaching, walking, lifting and/or move (up to 20 pounds), grasping, talking, hearing/listening, seeing/observing, and repetitive motions.

- Specific vision abilities required by this job include close, distance and peripheral vision; depth perception; and the ability to adjust focus.

Work Environment:

- Works primarily in an office setting.
- Nature of the work may place employee in varying levels of stressful situations.
- Possible physical danger exists occasionally as employee works with criminal population both in the field and in the office.
- Requires travel during the working hours.
- Requires work outside of the normal 8-5 daytime schedule.
- Due to the volume, scope, size of staff and nature of public service this office provides, full-time regular attendance is essential.

Approved: _____ Date: _____
(Director)

I have reviewed the Job Description for the position of Intensive Supervision Officer I as well as the list of expectations for 8th Judicial District Community Corrections employees. I understand the position requirements described and agree to uphold the requirements to the best of my ability. Any questions I may have in relation to the work required of the position shall be brought to the attention of my supervisor.

Employee Signature

Date