

**JOB POSTING – WARRICK COUNTY SUPERIOR COURT #1
and WARRICK COUNTY COMMUNITY CORRECTIONS**

Position: Program Eligibility Assessor/Program Facilitator
Division: Warrick County Court Services and Community Corrections
Status/Schedule: Contract or Full-Time Employee/Flexible Schedule
Job Category: Special Occupations (SO) or PAT
Pay Rate: Incumbent upon experience + County Employee Benefits

The following essential job functions comprise a summary of job duties, requirements, and responsibilities contained in the job description and hiring process; and constitutes the contest for incumbent job performance and evaluation. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL JOB FUNCTIONS:

- Work closely with Supervising Judge, Program Directors, Program staff, treatment providers, judges, probation officers, Community Corrections programs, treatment professionals, Field Compliance Officers, attorneys, other court and agency staff, and state agencies;
- Complete assessments of referred individuals to identify risk levels and to determine program eligibility and needs;
- Complete criminal history checks of referred individuals, collect collateral information, complete file reviews and make contact with secondary resources as needed as part of the assessment process;
- Maintain detailed assessment, program records and data;
- Coordinate and facilitate evidence-based programs to groups and individuals in an effective manner;
- Administer drug and alcohol tests according to defined procedures and maintain adequate chain of custody of all specimens; and
- Supervise program cases, monitoring of Participant progress, and compliance with treatment and program procedures, and record maintenance.

REQUIREMENTS:

- High School Diploma required, Bachelor's Degree in human services or related field of study preferred;
- Working knowledge of computers, standard office equipment, office software, office and court policies and procedures, and related terminology, and 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 prepare correspondence and documents as assigned;
- Ability to maintain confidentiality of court records and information as required;
- Ability to understand and follow written and oral instructions, and work with others in a team environment, ability to work on several tasks at the same time, and complete assignments effectively amidst frequent distractions and interruptions;
- Ability to effectively communicate orally and in writing with co-workers, attorneys, defendants, and the public, including being sensitive to professional ethics, gender, cultural diversities and disabilities;
- Ability to work, as necessary, on weekends, in evenings, extended hours and to occasionally travel out of town, sometimes overnight;
- Ability to exercise independent judgement in interpretation and application of policies, to function tactfully and effectively;
- Possess excellent organizational, planning, and record keeping skills;
- Possess a valid Indiana driver's license and a safe driving record; and
- Work primarily in an office setting with ability to walk short distances, climb steps, and lift 25 pounds.

Qualified Applicants, please submit resumes via email to jfuhs@warrickcounty.gov by _____.