
Open Position

Wabash County Court Services- Probation Division

Title: Field Team Coordinator/Pretrial Release Officer

County/Agency: Wabash County Court Services

Responsibilities: As a certified Indiana Probation Officer with Wabash County Court Services you are responsible for adhering to a culture of learning and growth in the field of community supervision with an agency committed to implementing evidence-based practices to drive behavior change. You will adhere to training schedules and on-going coaching from peers and supervisors throughout your career and will earn a minimum of 12 hours of continuing education every year which may require overnight travel.

Responsible for coordinating and conducting field visits for probation and community corrections participants of multiple levels of supervision and documenting those contacts in SRS case management system. Manages part-time field officers on a daily and weekly basis, scheduling shifts and answering questions from the field.

Daily pretrial release responsibilities and manages pretrial supervisions. Maintains detailed and accurate case notes while utilizing evidence-based practices in case management. Prepares written reports to the Court including Pre-Sentence Investigation Reports, Criminal History Reports, and Pretrial Recommendations.

Rotates on-call responsibilities and facilitates transports as needed. Adheres to safety and security policy and procedures including: Firearm, Taser, OC Spray Certifications. Other duties as assigned by the Director of Court Services.

Qualifications:

- Must be at least 21 years of age and an American Citizen
- Must hold a Bachelor's Degree from an accredited institution
- Shall be of good moral character

-Must pass the Probation Officers Exam within six (6) months of hire; pass the IRAS exam within three (3) months of hire; and attend Probation Officer Academy within one (1) year of hire; Completes Case Management and EPICS within first six (6) months of hire.

-Must have a valid driver's license

-Computer experience preferred

Education: Bachelor's Degree
Salary: Per the Indiana Salary Schedule
Apply Before: 1/31/2019
To: Sarah Lochner, Director of Court Services
Wabash County Court Services
Email: slochner@wabashcounty.in.gov
Street: 91 W Hill Street
Wabash, IN 46992

WABASH COUNTY COURT SERVICES

Vision: Transforming Wabash County through leadership and collaboration.

Mission: Through collaboration with community and justice stakeholders, we will maximize public safety and support sustainable change and rehabilitation of our participants by building relationships, implementing the principles of effective intervention, and diligently enforcing the orders of the Court.

Ethics: As employees of Wabash County Court Services we recognize that we hold special status of trust and responsibility in our community. We understand that we are in a position that can profoundly affect the lives of other individuals. In acknowledgment of the confidence placed in us, and in addition to the Indiana Code of Conduct for Probation Officers, we are dedicated to this Code of Ethics:

- We will respect the rights of all persons.
- We will uphold the law with dignity.
- We will be objective in the performance of our duties.
- We will cooperate with fellow workers, other agencies and the public.
- We will maintain confidentiality.
- We will be fair, compassionate, and responsible in our actions and intentions.

Values: We believe our employees constitute our most valuable resource for accomplishing our mission. Community protection can best be achieved by balancing our law enforcement activities with our casework responsibilities. We are committed to:

- **Community Safety:** contributing to effective public safety efforts.
- **Evidence- Based Practices:** using techniques that are proven to work to inform our decisions about practice, policy, and programming in order to produce outcomes that are just and effective.
- **Integrity:** delivering services with integrity and in a manner, which respects the rights and dignity of individuals. We serve with recognition of the potential for positive change in all people.
- **Effective Stewards of Public Resources:** we will ensure that scarce judicial resources are allocated responsibly and appropriately.
- **Accountability:** in achieving our goals, serving the public, and fulfilling our statutory mission.
- **Communication:** the foundation of our future success will be built on the premise that communication is the key to success.
- **Community Partnership:** developing strong partnerships with other criminal and juvenile justice agencies, human and social service organizations, families, and communities.
- **Organizational Excellence:** dedicated to the highest standards of professionalism we strive to create an organizational culture that promotes client success, supports staff development and innovation, honors and encourages staff input into agency reforms, and employs proven management practices.
- **Continuous Quality Improvement:** strive to gain knowledge, improve our skills, and grow the capabilities of our team.



WABASH COUNTY, INDIANA

Wabash County is home to approximately 35,000 residents and the County seat of Wabash has about 10,000 residents. Wabash County has three great school corporations: Wabash City Schools, Manchester Community Schools, and the Metropolitan School District of Wabash County- all of which participate in the Wabash County Promise- a community wide initiative to grow a college and career culture for youth starting in kindergarten and backed by community matches and scholarships for students in the form of assets deposited in College Choice 529 plans. Wabash County is home to Manchester University and in 2018 we welcomed a new Parkview Hospital which resulted in many new community health initiatives and partnerships.

Wabash offers a wide variety of outdoor activities that draw visitors and residents alike throughout the year. The Mississeniwa Reservoir and the Salamonie Reservoir bookend Wabash County and provide hiking, boating, fishing and much more. Wabash County has many parks and is working on expanding a Riverwalk along the Wabash River. Wabash County hosts the Dam to Dam, an annual century ride touring the county each fall, and has multiple fitness recreation options for residents, including the Wabash County YMCA.

Designated a Stellar Community by the State of Indiana in 2014, Wabash is taking part in numerous community development projects to enhance the quality of life for its residents while attracting economic investment to the region.

The 1900s historic Eagles Theatre renovation is a multi-million-dollar project funded collaboratively by public and private investors. The project is slated for completion at the close of 2019 and includes extended the current stage-area, adding an additional movie screen, transforming the second and third floors into production and multi-media studios in partnership with Heartland Career Center, and the restoration of a fourth-floor ballroom that famed numerous balls and galas in the 1920s.

In 2015, Wabash was a finalist in the Americas Best Communities Contest which leveraged the notoriety of our community on a national level.

Wabash was the inaugural winner of the Small Business Revolution Main Street Revitalization championed by Deluxe Corporation in 2016. The program provided a half a million-dollar investment into Wabash's small business leaders through a variety of marketing services and streetscape projects.

Wabash offers a rare platform for entrepreneurs to succeed and thrive in the community. Via partnerships with the economic development office and Manchester University, entrepreneur incubator programs are in full swing, and in 2018 Wabash City Schools launched an entrepreneurial program available to high school students.

Other capital projects taking place in downtown Wabash include an all-inclusive playground that connects children and families of all physical capabilities a place to play and build relationships. Streetscape improvements and connectivity projects along US Hwy 13/15, gateway installations, and historic building renovations.

Through collaboration and strategic planning, the county's tourism organization, Visit Wabash County, reports that tourism spending in Wabash County has increased by \$8 million over the previous year. This is a direct result of the City and organization like Visit Wabash County and Wabash Marketplace, the main street organization, working together to build capacity, impact the quality of life, and create sustainable growth. Our collaborative efforts make this a community where you feel as though your neighbors are invested in the happiness and wellbeing of you and your family.

To learn more about what this amazing community has to offer please visit the following:

<https://www.wabashcountypromise.org/> <https://visitwabashcounty.com/> <https://www.wabashmarketplace.org/>
<https://www.growwabashcounty.com/> <http://www.cfwabash.org/> <https://www.wabashcountyyymca.org/>