

**Position:** Home Detention Case Manager/Probation Officer for Lawrence County Community Corrections

Minimum Qualifications

1. A probation officer shall be at least twenty-one (21) years of age.
2. A probation officer shall be an American citizen.
3. A person who submits an application to take the examination for prospective probation officers shall have a baccalaureate degree from an accredited college or university or be in the last semester of a baccalaureate degree program. A person may not serve as a probation officer until he or she has received a baccalaureate degree.
4. A person who submits an application to take the examination for prospective probation officers shall be a person of good moral character.
5. A person shall take and pass an examination for prospective probation officers prior to employment or within six months from the date that the person is first employed as a probation officer.
  - a. A person who fails the probation officer examination shall not be permitted to serve as a probation officer. The person is eligible to re-take the examination at the next available testing date.
  - b. A person who fails the probation officer examination after a second attempt shall not be eligible to take the examination again or serve as a probation officer for one year after the date of the second examination.
6. A probation officer shall be required to attend an orientation program conducted by IOCS within one year from the date that the officer is employed.
7. The qualifications established by the Judicial Conference of Indiana shall be minimum qualifications only, and a trial court judge may require higher qualifications for probation officers.
8. The qualifications established by the Judicial Conference of Indiana shall be effective on July 1, 1984. The qualifications shall not apply to persons who have been certified as eligible to serve as probation officers in Indiana courts prior to July 1, 1984.

In addition to the State's minimum requirements, this position has the following responsibilities:

1. Complete Home Detention intakes – Supervision of offenders utilizing Evidence Based Practices and the 8 Principles of Effective Intervention with Case Management of the participants by meeting with them at least weekly to insure they are in compliance with their Participant Agreement and Court Order
2. Complete validated risk assessments(Indiana Risk Assessment System) to determine risk levels and create case plans with offenders, applying incentives and sanctions when appropriate, teaching job skills, filing violation reports to the Court advising of non-compliance
3. Administering cognitive behavioral programming to offenders such as Motivation Interviewing, Interactive Journaling, and other Evidence Based Practices
4. Prepare Pre-Dispositional reports to the Court as needed. Attend Court to provide testimony as required
5. Maintain up to date and accurate information on each offender in a case file and document information in department databases. Supervise a caseload of offenders as needed and as directed. Scheduling of all offenders placed on Home Detention. Provide accurate and current information to the field officers.
6. Conduct urine drug screenings as necessary, observations and sending to the laboratory if necessary
7. Home Visits in the field as required. Firearms training for home visits provided
8. Must be ON CALL as required
9. Collecting program fee payments from offenders and keep an accurate record of the offenders account

10. Any other duties as assigned by the Director