

# NOTICE – VACANT POSITION

**Job Title:** Adult Re Entry Coordinator **Department:** Veterans Court of Southern Indiana

**Supervisor:** Theresa Gahafer

**Classification/Pay Grade:** Non-Exempt **Hire-In Pay Rate:** \$35,000

**Application Deadline:** January 18, 2018

**Submit resumes to:** [tgahafer@floydcounty.in.gov](mailto:tgahafer@floydcounty.in.gov)

- Must be 21 years of age.
- Must be an American citizen.
- Must have a baccalaureate degree from an accredited college or university. Preferred experience with computer technology (Incite, Microsoft, database, and technology like video conferencing)
- Must be a person of good moral character.
- A person shall obtain certification in risk assessment by the State of Indiana.

## ESSENTIAL JOB FUNCTIONS AND QUALIFICATIONS:

- Interview and conduct risk assessment of veterans entering into the criminal justice system.
- Administer assessments within the county jails.
- Administer urinalysis testing.
- Assist the courts in making pretrial release decisions.
- Assist enforcement officials in making decisions regarding the diversion of charged individuals to appropriate non-criminal alternatives.
- Maintain regular communications with public and private agencies, other departments and persons authorized information concerning their treatment and the welfare of the probationer.
- Prepare case management plans in Incite.
- Travel within District 23 (Scott, Clark and Floyd)

## REQUIREMENTS:

- Thorough knowledge of the criminal justice system, including practical knowledge of the customary practices and procedures of the court and specialized knowledge and understanding of the accepted principles involved in the supervision of probationers.
- Ability to effectively interview and investigate clients to assure proper completion of all probation requirements.
- Ability to resolve emergency/crises situations and take appropriate action.
- Thorough knowledge of treatment program and services available to clients from other government, social and private agencies.
- Complete knowledge of standard policies and practices of Veterans Court of Southern Indiana.
- Practical understanding of human motivation and behavior and ability to apply such knowledge in specific situations and case.
- Ability to understand both general and specific directives and to work effectively in situations of potential stress and conflict with minimal supervision.
- Ability to maintain accurate records and files.
- Ability to maintain strict confidentiality of all departmental records and information.
- Ability to follow all personnel policies and rules of the organization.

## LICENSE/CERTIFICATION NEEDED:

- Ability to meet state judicial conference minimum qualifications, including possession of a baccalaureate degree and ability to pass examinations
- Ability to attend and be certified in Effective, Motivational Communication Strategies (ECMS)
- Ability to attend and be certified in Indiana Risk Assessment System (IRAS)