| Jefferson Court Services Job Posting | Community Corrections, Drug Court  Pretrial Services |
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**Position: Community Supervision Intake Coordinator**

**Status: Full Time (Hourly Non-Exempt)**

**Posting end date: October 30, 2021**

Jefferson County Court Services is accepting resumes for a community supervision Intake Coordinator responsible for providing evidentiary risk assessments to those placed on community supervision in Jefferson County. The position pay is determined by education and experience, is 35 hours per week, and includes the Jefferson County Government Benefits package.

The Intake Coordinator conducts risk assessments on individuals placed on community supervision, determines the level of supervision of those individuals, provides recommendations of programming and services, and assigns individuals to the appropriate supervision officer. The Intake Coordinator should have experience in the criminal justice and/or social work field and have the ***ability to effectively work with participants to promote and model positive change.***

Minimal job requirements include:

* Bachelor degree from a college or university accredited by an accrediting organization recognized by the Council for Higher Education Accreditation
* Be at least 21 years of age
* Be an American Citizen
* Be a person of good moral character

**Please email resumes to:** amber.finnegan@jeffersoncounty.in.gov

Amber Finnegan, Jefferson Court Services Executive Director