

Champaign County Job Description

Job Title: Program Coordinator - Corrections

Department: Sheriff

Reports to: Jail Administrator

FLSA Status: Exempt

Grade Range: I

Prepared Date: August, 2009

SUMMARY Performs responsible administrative program coordinating, recordkeeping and clerical duties related to prisoner operations of the County Correctional Facilities.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supervises inmate housing, programs, disciplinary action and work release at the Correctional Facilities.

Ensures that established policies and procedures are followed in relation to the programs and services for the Correctional Facilities inmates.

Reviews prisoner files to assure appropriate classification of inmates to determine their eligibility for mental health counselling or other established programs or services. Conducts meetings of Correctional Officers and program staff to share prisoner information, schedules service delivery and ensures security measures for program staff.

Co-ordinates administrative and recordkeeping functions for work release programs for performing tasks such as supplying County correctional records, reports and/or testimony to State's Attorneys for work release hearings. Maintains contact with work release employers to verify participation and processes paperwork required for revocation of work release participation.

Receives prisoner complaints and grievances and ensures that established procedures and policies are followed in seeking resolution.

Chairs disciplinary hearing committees by securing and scheduling hearing officers. Ensures that established disciplinary procedures are followed impartially and performs follow-up tasks such as maintaining records for disciplinary actions.

Oversees the maintenance and security of various Correctional facility records including prisoners' fiscal accounts, work release records, disciplinary records and related types of prisoner information.

Supervises support staff including clinical staff, unpaid ministers and community volunteers.

Secures and/or provides prisoner information to various authorized County and State authorities including Sheriff's Office, Prison Review Board, Public Defender's Office and the Department of Children and Family Services.

Prepares statistical reports as required.

Assists supervisor in the planning and implementation of long range projects related to inmate programs and services, Correctional facilities records and other administrative functions.

Maintains working relationships with facilities staff and inmates, other County employees and representatives of State agencies.

SUPERVISORY RESPONSIBILITIES This job has limited supervisory responsibilities.

QUALIFICATIONS to perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Bachelor's Degree (B. A.) from a four-year college or university with a major in Corrections or Social Sciences and two years related experience in Corrections or equivalent combination of education and experience. Thorough knowledge of the laws, rules and regulations pertaining to Correctional facilities operations and the methods and practices pertaining to the Correctional system.

LANGUAGE SKILLS Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before public groups or employees of the organization. Considerable skill in oral and written communications desirable.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk; or hear. The employee is occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and color vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Correctional facility. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate to loud.