



**1st Judicial District  
Department of Correctional Services**

**Notice of Open Position**

<b>Job Title:</b>	<b>COMMUNITY TREATMENT COORDINATOR</b>	<b>Classification #:</b>	60407
<b>Location:</b>	Buchanan County Courthouse (will also be required to travel to Bremer and Delaware Counties)	<b>Work Schedule:</b>	Normally Monday through Friday, 8:00 AM to 5:00 PM with at least 1 evening per week
<b>Address:</b>	210 5 <sup>th</sup> Avenue NE Independence, IA 50644	<b>Position Type:</b>	Full-Time
<b>Pay Scale/Grade:</b>	014/29 \$25.25/hr	<b>Annual Salary Range:</b>	\$52,520.00 - \$79,934.40
<b>HR Contact:</b>	Kristin Blaylock, 319.292.1281	<b>Date Posted:</b>	7/27/2018
<b>Job Information Contact:</b>	Mike Ryan, 319.283.2741 Ext. 1113 or Ken Kolthoff, 319.292.1265	<b>Posting Expires:</b>	8/12/2018

<b>Internal Applicants:</b>	Complete Reassignment Application Google Form before posting expires: <a href="#">Link</a>
<b>External Applicants:</b>	Complete application located at Department Website: <a href="#">Link</a>

<b>Applications Accepted By:</b>	
<b>FAX OR EMAIL:</b> (BEFORE POSTING EXPIRES)  319.291.3947 kristin.blaylock@iowa.gov	<b>MAIL:</b> (BEFORE POSTING EXPIRES – POSTMARK NOT CONSIDERED TIMELY SUBMISSION)  Department of Correctional Services Attn: Kristin Blaylock 314. E. 6 <sup>th</sup> Street Waterloo, IA 50703

<b>Posting Information</b>
<b>QUALIFICATIONS, EDUCATION AND JOB DESCRIPTION – SEE PAGE 2 &amp; 3</b>  Preferred: Degree in Criminology, Social Work, Human Services, Behavioral Sciences, Sociology, or Psychology and/or correctional experience. Background and/or knowledge in mental health and substance abuse fields. Knowledge of Social Security Administration, Mental Health and Disability Services of the Iowa Department of Human Services, and other funding sources; and mental health service delivery systems within the local community.
<b>This Department is an Equal Opportunity/Affirmative Action Employer.</b>

<b>Approved By:</b>	Ken Kolthoff, District Director	<b>Date:</b>	7/27/2018
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## **COMMUNITY TREATMENT COORDINATOR**

### GENERAL STATEMENT OF DUTIES:

Under general supervision, coordinates the treatment rehabilitation program within a Judicial District.

### DISTINGUISHING FEATURES OF THE CLASS:

The Community Treatment Coordinator has primary responsibility for developing, coordinating, and monitoring one or more various program areas within a Judicial District (e.g., educational, health, personal and family budget preparation, substance abuse, sexual offender, parent skills, domestic violence, etc.). This position may be responsible to provide direct client services in the form of treatment groups and instructional classes.

### EXAMPLES OF WORK: (illustrative only)

Acts as chairperson or lead members of a treatment team in order to determine each client's treatment assignments, program participation compliance, and release recommendations.

Provides client services in a group or instructional setting.

Acts as a chairperson or serves as a member of a residential facility disciplinary committee in order to decide the appropriate disciplinary decisions/measures for residents who have been alleged to have violated facility rules of conduct.

Arranges for and coordinates client referrals to the appropriate provider agency.

Monitors and provides oversight of purchase-of-service contracts.

May supervise a specialized caseload of offenders who have been determined to have a high risk for recidivism or a specifically identified offender type who have identified treatment needs requiring substantial and identifiable knowledge, expertise, and skills.

May develop program policy and procedures.

### DESIRED KNOWLEDGES, SKILLS, AND ABILITIES:

Knowledge and understanding of the treatment and rehabilitation programs provided within a correctional setting. Knowledge of the rehabilitation principles and current literature in the field of treatment programs offered/coordinated.

Knowledge of individual and group habits, attitudes, and behavior.

Knowledge of the underlying principles and practices of the criminal justice system and/or the ability to acquire such knowledge.

Knowledge of community corrections practices and casework philosophy, methods, and practices.

Ability to establish and maintain effective working relationships with coworkers and the general public.

Ability to communicate effectively both orally and in writing.

Ability to perform the essential functions of the position.

REQUIRED EXPERIENCE AND TRAINING:

Graduation from a four-year accredited college or university and a minimum of two years human service experience; or

Two years satisfactory experience as a Probation/Parole Officer II or Probation/Parole Officer III in a district.

NECESSARY SPECIAL REQUIREMENT:

Ability to travel to various work sites, possession of or ability to obtain a valid driver's license, and ability to be insured under the district's auto insurance coverage.

ESSENTIAL FUNCTIONS:

Ability to communicate with the offender population, criminal justice and related agency staff, and other involved parties in individual and group settings.

Ability to assess offender characteristics and circumstances and organize internal as well as external resources to address offender risk management and treatment plans.

Ability to document observations, assessments and other related information in offender case files within specified time frames.

Ability to comprehend critical information and complex issues to make decisions within established policy guidelines, time frames and legal parameters.

Ability to travel to various work sites and participate in various work activities such as conducting available chemical substance use tests, court/administrative hearings and other related community functions, as required by the duties of the position.

Ability to utilize available technology in the performance of job duties.