

## **COMMUNITY CORRECTIONS PART-TIME FIELD OFFICER**

### Qualifications:

1. Ability to work some weekends/evenings to conduct home visits.
2. Ability to be certified in the collection and interpretation of chemical test results.
3. Ability to provide excellent written and communication skills.
4. Ability to coordinate and match community resources to participants.
5. Ability to effectively manage and resolve emergency/crisis situations.
6. Ability to effectively interview, investigate and work with participants to assure proper compliance with program requirements/rules.
7. Ability to work closely with offenders, court officials, probation department, local and state law enforcement, treatment professionals, attorneys, general public and other staff.
8. Ability to write adequate notes in the case management software system and keep up to date.
9. Ability to assist in statistical reporting and outcomes measurements.

### Credentials:

1. High school diploma is required and one or more years working in law enforcement or corrections setting.
2. Valid Indiana driver's license and clean driving record including free of accidents and tickets.
3. Must obtain and maintain proper training and knowledge of evidence based practices and agency goals and objectives.

### Duties and Responsibilities:

1. Work well as a team, under the direct supervision of the Director.
2. Conduct random home visits for the purposes of drug and/or alcohol testing, "reasonable suspicion" searches, checking electronic monitoring equipment, and program compliance.
3. Monitor urine drug screens.
4. Operate a portable breath alcohol testing devise (PBT).
5. Enter information and results of home visits in a timely manner.
6. Report any compliance issues to the case manager in a timely manner.
7. Participate in conferences and other professional development opportunities in order to gain information as to the implementation of evidence-based practices and quality assurance interventions that reduce identified risk factors and target specific needs of offenders.

### Salary:

Will be based upon experience and qualifications.