

SENIOR PROGRAM SPECIALIST - COMMUNITY JUSTICE

Class Code: 200

Range: E/20

Definition: Under general supervision, to develop and coordinate programs and activities for assigned area of Correctional Services that are geared toward the successful rehabilitation, restitution and/or educational or vocational advancement of inmates/clients; and to perform related work as required.

Distinguishing Features: The Senior Program Specialist - Community Justice is the advanced journey level class in the Program Specialist series. Employees may perform some of the functions of Senior or Deputy Parole and Probation Officer, but not any relating to the requirement for state certification. This level is distinguished from the lower level in the Program Specialist - Community Justice series in requiring more independent judgment and greater knowledge and experience associated with corrections programs. Incumbents perform a full range of duties with only occasional instruction or assistance. Employees may be expected to provide limited supervision to subordinate staff or volunteers, however, supervisory responsibilities are ancillary to the main intent and focus of the position.

Examples of Important and Essential Duties:

The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required and assigned:

- Determine eligibility of individual inmates/clients for special programming.
- Develop, schedule, supervise and/or conduct programs in assigned area for inmates/clients to meet their specific rehabilitation needs.
- Procures necessary resources, supplies and materials.
- Evaluate and respond to inmate/client requests with appropriate information.
- Monitor inmate/client compliance with the conditions of his/her discharge, probation, parole, program participation or other situations through individual contact, law enforcement contacts, family member contacts, etc. Prepare and submit related reports and recommendations as required or necessary.
- Confer with supervisor, treatment agencies, law enforcement agencies, businesses, court personnel, etc., regarding client/inmate progress or problems.
- Maintain varied resources for programs and services.
- Recruit, train and supervise program volunteers and assigned staff members.
- Enforce security procedures to maintain the safety of volunteers and resource personnel.
- Maintain accurate program/client/inmate records; enters and retrieves program information on computer.
- Attend training as required to enhance skills; may assist in training co-workers.
- Operate a variety of office equipment, including computers, copier, calculator, fax machine, etc., to perform required duties.

Auxiliary Duties:

The following duties represent duties that are generally performed by this position, but are not considered the principal job duties:

- Provide technical and functional assistance to department staff.

Auxiliary Duties:

- Perform various administrative duties as necessary, including answering the telephone, maintaining financial records, typing reports and correspondence, copying and filing documents, faxing information, etc.
- Perform related duties as assigned.

Qualifications:

Minimum Qualifications: An Associate's degree or at least 2 years college course work, preferably in criminology, behavioral science, sociology or related field; supplemented by three years of experience working with correctional services programs. Additional college education in the related field may be considered equivalent for up to two years of experience.

Knowledge, Skills and Abilities: Position requires knowledge of program development theories and techniques for criminal offenders; behavior and adjustment problems of criminal offenders; criminal law and the criminal justice system; and modern office practices. Position requires ability to develop and implement effective educational and/or recreational programming for inmates; to coordinate the efforts of volunteers, resource personnel, staff and inmates toward a common goal; maintain accurate records; make quick, intelligent decisions in emergency situations; learn computer skills including typing; effectively organize duties; display initiative and creativity in carrying out duties and assignments; adapt to changes in program direction, procedures and operations; maintain safety requirements; comply with all statutes, policies and procedures; understand and carry out oral and written directions; communicate effectively, both orally and in writing; establish and maintain cooperative working relationships with those contacted in the course of work.

Special Requirements: *Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Requires the ability to exert some physical effort in sedentary to light work involving moving from one area of the office to another, light lifting, standing and walking. Requires sufficient hand-eye coordination to perform semi-skilled repetitive movements such as typing. Tasks involve sound and visual perception and discrimination as well as oral communications ability. Tasks are regularly performed without exposure to adverse environmental conditions.

License or Certificate:

May require first aid and blood-borne pathogens training; requires possession of a valid Oregon driver's license.