SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 12/06/17 CLOSING DATE: 12/13/17 (4:30 PM)

SCDC INTERNAL TITLE: PRGM COORD SCDC POSITION #: 016817
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: TYGER RIVER CORRECTIONAL INSTITUTION, ENOREE (SPARTANBURG) LEVEL 2

STATE JOB TITLE: PROGRAM COORDINATOR I STATE JOB CLASS: AH35
PAY BAND/LEVEL: 05 A
BAND: 05 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 032838 - $ 042420 SCEIS POSITION #: 61017433

MINIMUM AND ADDITIONAL REQUIREMENTS:
A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.
A BACHELOR'S DEGREE AND THREE (3) YEARS PROFESSIONAL EXPERIENCE IN CORRECTIONAL PROGRAMS, SOCIAL SERVICES, REHABILITATIVE SERVICES AND/OR EDUCATIONAL PROGRAMS; OR AN ASSOCIATE'S DEGREE AND FIVE (5) YEARS PROFESSIONAL EXPRIENCE IN CORRECTIONAL PROGRAMS, SOCIAL SERVICE, REHABILITATIVE SERVICE AND/OR EDUCATIONAL PROGRAMS; OR A HIGH SCHOOL DIPLOMA AND TEN (10) YEARS PROFESSIONAL EXPERIENCE IN CORRECTIONAL PROGRAMS, SOCIAL SERVICE, REHABILITATIVE SERVICE AND/OR EDUCATIONAL PROGRAMS.

DESCRIPTION OF DUTIES:
COORDINATE DAY TO DAY OPERATIONS OF THE SELF PACED IN CLASS EDUCATION (SPICE) PROGRAM FOR TYGER RIVER CORRECTIONAL INSTITUTION. FUNCTION AS LIAISON BETWEEN SCDC AND OTHER COLLABORATING AGENCIES, TECHNICAL COLLEGES, COMMUNITY GROUPS, CHURCHES AND VOLUNTEERS. RECRUIT PROGRAM SPONSORS/MENTORS FROM COMMUNITY TO WORK WITH INMATES IN SPICE. ASSIST IN DELIVERY OF EDUCATIONAL, LIFE SKILL, HEALTH AND WELLNESS, SPIRITUAL AND VOCATIONAL SUPPORT SERVICES FOR PROGRAM INMATES AS NEEDED. CONDUCT STUDIES OF PROBLEMS AND NEEDS OF SPICE PROGRAM AREA AND MAKE RECOMMENDATIONS TO APPROPRIATE OFFICIALS. REVIEW PROGRAM ELIGIBILITY STATUS OF PROPOSED INMATES AND COORDINATE TRANSFERS OF INMATES WITH APPROPRIATE OFFICIALS. ENSURE PROGRESS REPORTS AND OTHER INFORMATION ARE PREPARED AND SUBMITTED AS NEEDED OR REQUESTED BY APPROPRIATE OFFICIALS.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING
****RESUME REQUIRED WHEN APPLYING **** YOU MUST APPLY ON-LINE @ AGENCY.GOVERNMENTJOBS.COM/SC ****