SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

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OPENING DATE: 11/08/18 CLOSING DATE: 11/16/18 (4:30 PM)

SCDC INTERNAL TITLE: PROGRAM COORDINATOR I SCDC POSITION #: 021762
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0830 AM - 0430 PM
LOCATION: ALLENDALE CORRECTIONAL INSTITUTION, FAIRFAX (ALLENDALE) LEVEL 2

STATE JOB TITLE: PROGRAM COORDINATOR I STATE JOB CLASS: AH35
PAY BAND/LEVEL: 05 B
BAND: 05 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 039500 - $ 039500 SCEIS POSITION #: 61091824

MINIMUM AND ADDITIONAL REQUIREMENTS:
A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). A BACHELOR'S DEGREE AND RELEVANT EXPERIENCE IN PROGRAM DEVELOPMENT, IMPLEMENTATION, OVERSIGHT, AND INSTRUCTIONS. BACHELOR'S DEGREE AND SIX (6) YEARS' EXPERIENCE IN CORRECTIONS OR HUMAN SERVICES. ASSOCIATE'S DEGREE AND EIGHT (8) YEARS' EXPERIENCE IN CORRECTIONS OR HUMAN SERVICES. A HIGH SCHOOL DIPLOMA AND TEN (10) YEARS' EXPERIENCE IN CORRECTIONS OR HUMAN SERVICES. PREFERRED EXPERIENCE IN IMPLEMENTATION AND OVERSIGHT OF EVIDENCE BASED PROGRAMS.

DESCRIPTION OF DUTIES:
RESPONSIBLE FOR DEVELOPMENT, IMPLEMENTATION, OVERSIGHT, INSTRUCTION, AND EVALUATION OF AGENCY SANCTIONED PROGRAMS. ASSIST THE DIVISION OF PROGRAMS AND SERVICES WITH HANDS ON DEVELOPMENT OF SPECIALIZED PRO-GRAMS. HELP RECRUIT VOLUNTEERS FROM THE COMMUNITY TO ASSIST IN PROGRAM FACILITATION. TEACH COURSES/PROGRAMS, HELP TRAIN INMATES AS PEER-TO-PEER FACILITATORS, AND OVERSEE PROGRAM FACILITATION. PERFORM OTHER DUTIES UPON REQUEST OF THE ASSISTANT DEPUTY DIRECTOR OF PROGRAMS AND SERVICES AND THE INSTITUTION'S WARDEN. ABILITY TO WORK EFFECTIVELY AND EFFICIENTLY WITH LIMITED SUPERVISION, AND WITH DISCRETION. WILL WORK WITH INMATES ON A DAILY BASIS.
MUST ATTEND SCDC BASIC TRAINING.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING