

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 03/13/18

CLOSING DATE: 03/20/18 (4:30 PM)

SCDC INTERNAL TITLE: PROGRAM COORDINATOR I

SCDC POSITION #: 012029

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0830 AM - 0430 PM

LOCATION: LEE CORRECTIONAL INSTITUTION, BISHOPVILLE (LEE) LEVEL 3

STATE JOB TITLE: PROGRAM COORDINATOR I

STATE JOB CLASS: AH35

PAY BAND/LEVEL: 05 E

BAND: 05

SPECIAL INCENTIVE: NO

HIRING SALARY RANGE: \$ 044500 - \$ 044500 SCEIS POSITION #: 61018118

MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.

A BACHELOR'S DEGREE AND RELEVANT EXPERIENCE IN PROGRAM DEVELOPMENT, IMPLEMENTATION, OVERSIGHT, AND INSTRUCTION. 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 EXPERIENCES 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 PROGRAMS. 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.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING

MUST SUBMIT RESUME

APPROVED