

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 12/06/17

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

SCDC INTERNAL TITLE: INTAKE/TRANS COORD SCDC POSITION #: 021247
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: TURBEVILLE CORRECTIONAL INSTITUTION, TURBEVILLE (CLARENDON) LEVEL 2

STATE JOB TITLE: PROGRAM COORDINATOR I STATE JOB CLASS: AH35
PAY BAND/LEVEL: 05 C
BAND: 05 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 035523 - \$ 045869 SCEIS POSITION #: 61022143

MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.
A BACHELOR'S DEGREE AND TWO (2) YEARS RELEVANT PROGRAM EXPERIENCE.

DESCRIPTION OF DUTIES:

UNDER SUPERVISION OF UNIT DIRECTOR/CLINICAL SUPERVISOR, RESPONSIBLE FOR DEVELOPMENT/DELIVERY OF INTAKE COORDINATION & COMMUNITY REENTRY CLIENT SERVICES. CONDUCT/COMPLETE INTAKE INTERVIEWS W/NEW ADMISSIONS COORDINATE/CONDUCT REFERRALS W/HUMAN SERVICE PROVIDERS FOR CONTINUUM OF CARE. SERVE ON INSTITUTIONAL CLASSIFICATION BOARD FOR ADMISSIONS, IMPLEMENT/CONDUCT/COMPILE CLIENT SATISFACTION SURVEYS FOR DATA COLLECTION/PROCESS/OUTCOME EVALUATION. ASSIST WITH PREPARATION OF AFTERCARE PLANS. PREPARE MONTHLY INTAKE/TRANSITIONAL ACTIVITY REPORTS. SERVE AS TEAM MEMBER ON TREATMENT TEAM FOR INTAKE/DISCHARGE PLANNING. CASE MANAGEMENT FOR CONDITIONAL PAROLED CLIENTS, CLIENT CASELOAD AND CLINICAL DOCUMENTATION. CONDUCT INDIVIDUAL/GROUP COUNSELING, ASSESSMENTS, DRUG TESTS & DEVELOP TREATMENT PLANS. MANAGE AND COMPLETE THE 90-DAY CLIENT AFTERCARE TRANSITION SURVEYS.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING