SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 03/13/18 CLOSING DATE: 03/20/18 (4:30 PM)

SCDC INTERNAL TITLE: INTENSIVE SUPERVISION OFC SCDC POSITION #: 021658
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: ISS LOW COUNTRY REGION, COLUMBIA (CHARLESTON)

STATE JOB TITLE: HUMAN SERVICES COORD I STATE JOB CLASS: GA50
PAY BAND/LEVEL: 05 B
BAND: 05 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 034157 - $ 034157 SCEIS POSITION #: 61061919

MINIMUM AND ADDITIONAL REQUIREMENTS:
A BACHELOR'S DEGREE AND PROFESSIONAL EXPERIENCE IN HUMAN SERVICES OR SOCIAL SERVICES PROGRAMS.
A BACHELOR'S DEGREE AND TWO (2) YEARS OF CASE MANAGEMENT AND CRIMINAL JUSTICE RELATED EXPERIENCE PREFERRED. LAPTOP COMPUTER SKILLS REQUIRED.

DESCRIPTION OF DUTIES:
SERVE AS CASE MANAGER FOR YOUNG OFFENDERS UNDER INTENSIVE SUPERVISION. DEVELOP/MAINTAIN AN UPDATED CASE MANAGEMENT PLAN FOR EACH OFFENDER. BROKER COMMUNITY RESOURCES/SERVICES, DEVELOP RESOURCES WHERE GAPS EXIST. UTILIZE A WEB-BASED DATABASE TO DOCUMENT SERVICES. UTILIZE GRADUATED RESPONSES TO DETER NON-COMPLIANCE AND INCENTIVES TO PROMOTE POSITIVE BEHAVIOR. DEVELOP A COMMUNITY PLANNING AND REVIEW (PRT) TEAM CONSISTING OF HUMAN SERVICE ORGANIZATIONS, LAW ENFORCEMENT, SERVICE PROVIDERS, ETC. COORD. MONTHLY PRT MEETINGS IN ORDER TO UPDATE EACH OFFENDER'S CASE MANAGEMENT PLAN AND COORD. REFERRALS/SERVICES. WORK IN CONJUNCTION WITH SCDC INSTITUTIONAL STAFF TO DEVELOP A REENTRY PLAN PRIOR TO EACH OFFENDER'S RELEASE. MAKE AT LEAST MONTHLY VISITS TO THE OFFENDER'S ASSIGNED INSTITUTION TO CONSULT WITH OFFENDER AND STAFF WELL IN ADVANCE OF RELEASE. PARTICIPATE IN JOB-RELATED TRAINING AS REQUIRED. PERFORM OTHER DUTIES AS ASSIGNED BY REGIONAL REENTRY COORDINATOR. MUST WORK FLEXIBLE HOURS (NIGHTS, WEEK-ENDS, HOLIDAYS)
COMMENTS:
WILL PROVIDE INTENSIVE SUPERVISION SERVICES TO OFFENDERS IN CHARLESTON/DORCHESTER COUNTIES; MUST SUBMIT RESUME ALONG WITH APP