



Intensive Supervision Officer

Employer

Cowley County
311 E 9th
Winfield, KS 67156

JOB TITLE: Intensive Supervision Officer

DEPARTMENT: Community Corrections

REPORTS TO: Director

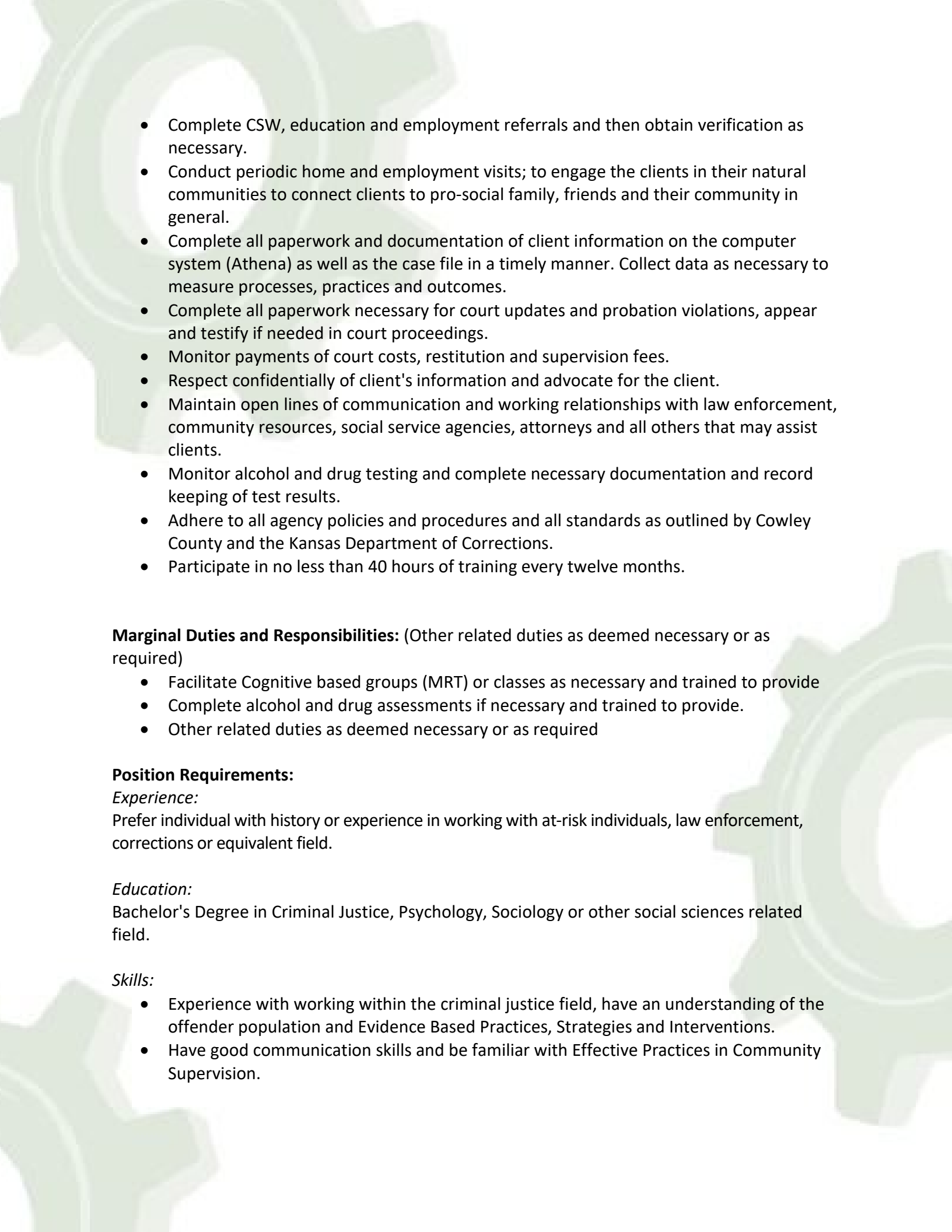
STARTING PAY: \$20.40

Position Summary:

Responsible for the supervision of clients assigned to Community Corrections from the District Court; to facilitate all orders given to clients by the court at sentencing are completed in a timely manner. Provide intensive supervision to all clients through evidence-based practices to increase the likelihood of client risk reduction and successful completion of probation.

Essential duties and responsibilities:

- Prepare and review all program elements, rules and expectations with clients.
- Conduct assessments (LSCMI or WRNA) or other evidence-based assessment tools at intake and thereafter as required or necessary to identify personal risk factors.
- Create supervision plans with clients to target interventions based on risk level and needs, to include client's own reason for change and to engage them in their own treatment to then be reviewed and updated on a regular basis.
- Refer clients to appropriate services that are deemed necessary including but not limited to, cognitive behavior treatment for alcohol and drug treatment, mental health, BIP, COG or MRT classes to disrupt criminal thinking and provide clients with the opportunity to learn and apply new pro-social behaviors.
- Demonstrate, practice and apply pro-social behaviors with clients. Emphasize, affirm and reward compliant behavior while also holding clients accountable for non-compliant behavior and imposing graduated sanctions as needed based on the agency sanctions grid.

- 
- Complete CSW, education and employment referrals and then obtain verification as necessary.
 - Conduct periodic home and employment visits; to engage the clients in their natural communities to connect clients to pro-social family, friends and their community in general.
 - Complete all paperwork and documentation of client information on the computer system (Athena) as well as the case file in a timely manner. Collect data as necessary to measure processes, practices and outcomes.
 - Complete all paperwork necessary for court updates and probation violations, appear and testify if needed in court proceedings.
 - Monitor payments of court costs, restitution and supervision fees.
 - Respect confidentiality of client's information and advocate for the client.
 - Maintain open lines of communication and working relationships with law enforcement, community resources, social service agencies, attorneys and all others that may assist clients.
 - Monitor alcohol and drug testing and complete necessary documentation and record keeping of test results.
 - Adhere to all agency policies and procedures and all standards as outlined by Cowley County and the Kansas Department of Corrections.
 - Participate in no less than 40 hours of training every twelve months.

Marginal Duties and Responsibilities: (Other related duties as deemed necessary or as required)

- Facilitate Cognitive based groups (MRT) or classes as necessary and trained to provide
- Complete alcohol and drug assessments if necessary and trained to provide.
- Other related duties as deemed necessary or as required

Position Requirements:

Experience:

Prefer individual with history or experience in working with at-risk individuals, law enforcement, corrections or equivalent field.

Education:

Bachelor's Degree in Criminal Justice, Psychology, Sociology or other social sciences related field.

Skills:

- Experience with working within the criminal justice field, have an understanding of the offender population and Evidence Based Practices, Strategies and Interventions.
- Have good communication skills and be familiar with Effective Practices in Community Supervision.

- Ability to emphasize, affirm and reward compliant behavior, but also enforce sanctions when needed and exhibit the appropriate level of firmness in dealing with all clients.
- Dependable, detail oriented, good oral and written skills and computer literate.
- Good judgment and decision-making skills are important due to the nature of clientele.
- Ability to obtain necessary certifications and training from the Kansas Department of Corrections for required systems and programs.

Accountability:

Ability to engage clients and establish a rapport with them in order to facilitate pro-social, law-abiding choices made by the clients resulting in successful completion of the program(s).

Supervision:

Position does not supervise any other employee.

Working Conditions:

Majority of work is in an office setting. Some fieldwork, which entails going to client's employment or homes, possibly searching residences with assistance of law enforcement. Attendance at court hearings and if required, testifying in court.

Physical Requirements:

Ability to operate a motor vehicle and computer equipment is mandatory. Minimal lifting of office supplies, files, and equipment is also necessary.

Application Instructions:

Applications may be picked up in the County Administrator's Office or to apply on-line, please visit our website at www.cowleycountyks.gov.

Please e-mail all applications to: adminoffice@cowleycountyks.gov .

You can mail or drop off an application to:

Administrative Services Manager

Mary Read

311 E. 9th Winfield

Kansas 67156.

Cowley County is an equal opportunity employer.