

Hendricks County **Job Description**

Title: Home Detention Coordinator

FLSA Status: Non-Exempt

Department: Probation Department

Pay Band: PAT 3

Supervisor: 1) Assistant Chief Probation Officer
2) Chief Probation Officer

Hours of Work:

PURPOSE OF POSITION:

To supervise and coordinate the day to day functions and personnel of the Hendricks County Home Detention Program, including indirect supervision of additional Home Detention Staff. To provide supervision, surveillance, and response coverage of offenders placed on Home Detention, with the goals of community protection and reduced recidivism. These duties are pursuant to the Orders of the Hendricks County Judges.

ESSENTIAL FUNCTIONS:

- Collect and gather statistical information for State required reports.
- Inventory, arrange service and repair, and adequately maintain all electronic monitoring equipment.
- Carry a cell phone and appropriately respond to notification of potential violations of Home Detention.
- Conduct random and/or requested home visits/field contacts of offenders placed on Home Detention.
- Report to the Court and/or Chief Probation Officer specific information pertaining to any violations of Home Detention and the response taken to deal with the violations.
- Supervision duties include, but are not limited to, all activities necessary for monitoring of activity, substance abuse referrals, urine screens paperwork, record keeping, fee collection, receiving and responding in a timely manner to all telephone, mail, and electronic mail correspondence and contacts, of offenders placed on probation. Supervision duties also include but are not limited to statutorily prescribed duties and requirements in the Indiana Code
- Court duties include, but are not limited to, all activities necessary for the performance of the Probation Officer in sentencing, revocation, and intake.
- Field duties include, but are not limited to home visits, home and vehicle searches, employment verification, and assisting law enforcement agencies as required.
- Conduct criminal record checks through I.D.A.C.S.
- Proficiency of Odyssey Case Management System.
- Comply with Indiana Judicial Center requirements for a Court Based Alcohol and Drug Program including C.S.A.M.S. certification or professional status.

- Comply with Indiana Judicial Center requirements for certification and continuing education for a Probation Officer and Court Based Alcohol and Drug Program.
- Complete Indiana Risk Assessment Management Systems and comply with all requirements of INCite.
- Adhere to all policy and procedure manuals of the Hendricks County Probation Department.
- Adhere to Personnel Policies adopted by the Hendricks County Courts for the Hendricks County Probation Department.
- Assist and cooperate with Hendricks County Home Detention, Hendricks County Work Release, Hendricks County Courts, and all other County agencies when requested.
- Comply with the Judicial Code of Conduct adopted by the Indiana Supreme Court.

NON-ESSENTIAL FUNCTIONS:

- Carrying a handgun, taser, and/or chemical spray, and qualify consistent with Sheriff Department guidelines.
- Operate County vehicles in accordance with the laws of Indiana.
Performs other duties as assigned

EDUCATION AND QUALIFICATION REQUIREMENTS:

- Minimum of a Bachelor's Degree from an accredited University, preferably in the Social Sciences.
- Probation Officer Certification from the Indiana Judicial Center.
- C.S.A.M.S. or Professional Status certification from the Indiana Judicial Center.
- I.R.A.S certification from the Indiana Judicial Center and INCite compliance.
- I.D.A.C.S certification from the Indiana State Police.
- Proficiency with all Windows based programs.
- Proficiency with Odyssey.
- Effective motivational interviewing and interrogation skills.
- Ability to understand Indiana Statutes
- Ability to effectively and tactfully deal with other people
- Ability to handle varied and changing priorities without direct supervision.
- Ability to maintain confidentiality.
- Ability to supervise and control irate, intoxicated, mentally ill, and violent offenders placed on probation.

RESPONSIBILITY:

Knowledge is extremely broad in scope. Work is guided by customary practices and theoretical principles that must be interpreted and applied to meet specific situations and problems. Work is generally performed under accepted guidelines that are unclear or not well stated and require use of independent judgment in selection and interpretation. Work is complicated and non-standard

in nature. Several manuals, policies, guidelines, and agencies are available as sources of information in assisting in the performance of duties. Probation Officers determine their own priorities and accomplish duties and assignments according to accepted schedules

WORKING RELATIONSHIPS:

In addition to daily interaction with fellow Probation Officers and staff, a working relationship must be maintained with various governmental and judicial agencies, law enforcement agencies, hospitals, rehabilitation centers, substance abuse treatment agencies, other County offices, families of individuals, victims of crimes, attorneys, and the general public. Individual must at all times exercise sound judgment in the dealing with the public, attorneys, other Court staff members, other Department members, and other governmental entities. Individual must demonstrate the highest level of integrity and trust worthiness. Individual must respect and maintain confidentiality of all matters before the Department.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Work is performed in an office environment, the Court, and/or the field as required. The nature of the work carries the risk of serious physical injury and death caused by people and/or animals. Working and receiving phone calls after normal business hours is to be expected and required.

APPLICANT/EMPLOYEE ACKNOWLEDGMENT

The job description for the position of Home Detention Coordinator for the Probation Department describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes _____ No _____

Applicant/Employee signature

Date

Print or Type name