

**JEFFERSON COUNTY
EMPLOYMENT OPPORTUNITY**

Job Title: Community Supervision Officer—Transitional Treatment Officer
Department: Community Supervision & Corrections Department
Reports To: Unit Supervisor
Salary: \$20.3861/hour or greater depending on experience
Application Deadline: Friday, June 15, 2018 @ 4:30 PM

DUTIES AND RESPONSIBILITIES

Essential Job Functions: Provides offenders a bridge from intensive supervision to regular supervision and offers an intermediate level of contact, care, with treatment/recovery remaining the primary focus. Further provides need based, specific supervision planning to the respective offenders exiting treatment. Interviews offenders to assess risks and needs, aids in the deterrence of criminal behavior and rehabilitation and recovery maintenance of offenders. Develops Case Plans and assists with treatment plan interventions for each offender in accordance with assessed risks and needs in collaboration with other treatment providers; works directly with therapeutic treatment centers and other community resource agencies; assists with securing employment; supervises and monitors offenders to ensure compliance with rules of probation; conducts scheduled office contacts; makes telephone and field contacts as required by departmental contact standards; maintains current files on all offenders; documents all contacts and supervision efforts relevant to probationers criminogenic needs and program participation and progress; records information in chronos; obtains urine samples for drug/alcohol screenings; provides counseling for clients and relatives as needed; assists with group counseling sessions; compiles data and statistics for departmental program reports; prepares written progress reports as needed, updates case records and other documents; attends court sessions as needed, informs the sentencing Courts and District Attorney's Office of case status and progress; testifies in court when required; obtains offense/arrest reports from law enforcement agencies; prepares violation reports; schedules and participates in Administrative Hearings; prepares paperwork for case closures or transfers; attends and participates in case staffings and unit staff meetings; attends training sessions, educational seminars and workshops; fulfills continuing education requirements.

Other Job Functions: Performs other job related duties as directed.

NOTE: The above describes the general nature and level of work being performed by employees holding this position. This is not intended to be an exhaustive list of all duties and responsibilities required nor is all duties listed necessarily performed by any one employee so classified.

EQUIPMENT USED

Vehicle, personal computer/mainframe computer terminal, copy machine, other general office equipment as needed. Portable and onsite drug and alcohol screening devices.

JOB REQUIREMENTS

Education & Experience: Bachelor's Degree in behavioral sciences, sociology, criminal justice or related field approved by the CJAD; if Bachelor's Degree is not in one of those fields, must have one year of graduate study in an approved field or one year of full-time casework, counseling, community or group work approved by the CJAD.

Specialized Requirements: Preferred Provisional Certification or Certification by CJAD of TDCJ; successful candidate must become certified as an Adult Community Supervision Officer within one year of date of employment; valid Texas Driver's License.

Knowledge, Skills & Abilities: Strong verbal and written communication skills; typing skills; excellent interpersonal skills in order to collaborate on effective interventions to deal effectively with offenders and their support system, law enforcement agencies, District Attorney's Office, defense attorneys, court personnel, treatment providers and other resource agencies, and the general public; effective counseling skills; leadership ability; problem solving skills; and additional desired skills include but are not limited to knowledge, experience and education or training in the concept of therapeutic community; cognitive interventions for intensive substance abuse treatment and recovery maintenance.

Knowledge of chemical dependency and addiction; knowledge of substance abuse recovery dynamics and 12 Step Recovery philosophy; ability to contribute innovative ideas to ensure the ongoing effectiveness of drug intervention court processes; ability to plan, coordinate and participate in activities outside of scheduled employment duties; ability to analyze and problem solve; work effectively with within both individual and various group settings; have a commitment to continuing education through self-directed study, workshops, in-service training, and other approved studies; computer experience is necessary and is an essential function of this position (including but not limited to knowledge and use proficiency with Word Documents, Excel, PowerPoint Presentations, AccuCare electronic health record and billing system and Correction Software Solutions).

WORK SITUATIONS/DEMANDS/EFFORT

Work requires regular and predictable attendance; available for work from 8:00 a.m. to 5:00 p.m., Monday through Friday and for extra hours as needed; occasional irregular hours; some nights and weekends. Work requires organizing; prioritizing; accuracy and attention to detail; working alone and as part of a group; flexibility in order to perform and coordinate a variety of duties; performing routine, repetitive duties; dealing with frequent deadlines; working in a stressful environment; dealing with criminal offenders; dealing with hazards of performing field work in high-crime areas; obtaining urine samples; driving a vehicle; occasional out-of-town travel to attend educational seminars, training sessions, and on site contact with offenders anticipating release from a Therapeutic Treatment Center.

WORKING CONDITIONS

Work is performed primarily in a climate controlled private office environment. While performing field work, employee may be subject to adverse weather and environmental conditions, physical and safety hazards while working in high crime areas, driving in traffic.

**PHYSICAL REQUI
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Office duties are primarily sedentary but require some light work including frequent walking. Field visits require driving a vehicle and walking, often in high crime areas, and potential exposure to criminal activities; appropriate precautions must be observed.

**Apply at: Human Resources Department
Jefferson County Courthouse, Annex 1 Building**

1225 Pearl St., Suite 201, Beaumont, TX 77701

(409) 839-2391

Fax: (409) 839-2399

E-mail resumes and/or signed applications to: hrdept@co.jefferson.tx.us

Jefferson County is an equal opportunity employer. The County does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. To request a reasonable accommodation or other assistance, contact a Human Resources representative at (409) 839-2391, or for the hearing impaired, through RELAY Texas at 1-800-735-2989 or mail your request to 1225 Pearl St., Suite 201, Beaumont, Texas 77701.