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| WORKING TITLE: DEPARTMENT OF COMMUNITY JUSTICE CORRECTIONS PROGRAMS SPECIALIST | CLASSIFICATION: PROGRAM COORDINATOR |
| DEPARTMENT: DEPARTMENT OF COMMUNITY JUSTICE | DIVISION: ADULT |
| PAY RANGE: OPEU 16 | FLSA CATEGORY: NON-EXEMPT |
| PHYSICAL REQUIREMENTS: ATTACHED | WORKERS COMP CODE: 7720 |
| PPE: PER WORK LOCATION | REVISION DATE: MAY 2025 |

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES

Performs professional corrections casework, employment readiness/coaching and evidence-based programming in both individual and group settings, while supervising and managing activities of adult felony and misdemeanor correctional clients for Department of Community Justice. Contacts family members, employers, law enforcement agencies, civic groups and public agencies as they pertain to individual clients. Works collaboratively to address client progress and concerns with Parole and Probation Officers (PPO). Duties also include providing work coverage for Probation Officer Case Aide staff, when necessary.

SUPERVISION RECEIVED

Works under the supervision of the Community Justice Corrections Manager and/or Director.

SUPERVISION EXERCISED

Supervision of other employees is not typically a responsibility of this classification. However, periodic supervision and training of a volunteer, student, intern or practicum may be possible.

DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Develops and facilitates evidence-based correctional programs targeting employment readiness and overall prosocial behavior change with adult correctional clients.
- Conducts personal interviews with clients to ascertain needs.
- Makes appropriate referrals to community agencies based on client assessment/needs.
- Facilitates individual and/or group cognitive behavioral interventions based on client assessment/needs.
- Maintains chronological case history and client case files.
- Maintains program data and communicates outcomes regularly to YCDCJ staff.
- Confers with client family members, schools, community partner agencies, significant others, employers and others relative to client needs.
- Collaborates with PPO to address client needs and behaviors.
- Attends training, as approved by the YCDCJ Manager, to acquire and maintain skill set.

- Attends statewide network meetings, as approved by the YCDCJ Manager, for ongoing evidence-based programming development.
- May provide coverage for Probation Officer Case Aides, as determined by DCJ Manager.
- Duties as assigned and/or applicable to program specialist duties.

JOB SPECIFICATION

KNOWLEDGE OF:

- Court procedures and processes helpful when working with correctional clients.
- Principles, practices and procedures of behavior and adjustment problems of adult criminal offenders; probation counseling, caseload management, and the adult criminal justice system.
- Correctional theory and methods.
- Treatment interventions and evidence-based practices.
- Correctional client risk/needs/responsivity.
- Counseling techniques such as motivational interviewing and role play.
- Use of incentives/rewards for correctional clients.
- University of Cincinnati program curriculum, workbooks such as Carey Guides, BITS, and EPICS homework assignments (i.e., cost benefit analysis, role playing, etc.) is highly preferred.

SKILL IN:

- Communicating orally and in writing, inclusive of presentations to the public and group facilitation.
- Developing and maintaining appropriate, relevant professional relationships with YCDCJ Staff and local partners.
- Developing innovative, evidence-based correctional programs.
- Computer programs and data entry, specifically Microsoft programs (Excel, Publisher, Word, Power Point), Outlook, and skill with Department of Corrections' case plan data systems.
- Ability to identify employment barriers and risk/needs assessments specific to correctional clients and strategies in which to overcome those barriers.
- The ability to speak and write Spanish is preferred

ABILITY TO:

- Maintain accurate and complete records.
- Maintain a positive attitude in the workplace and maintain required work schedule.
- Work independently as well as collaborate with YCDCJ PPO and Management staff.
- Establish and maintain effective positive working relationships with diverse groups including staff, colleagues, county officials, volunteer organizations, intergovernmental agencies, and the public.
- Occasionally travel for approved training.

EXPERIENCE AND TRAINING

Two years' college in related field is required. Bachelor's degree from an accredited school in related field preferred. Experience working with diverse individuals and groups. Any satisfactory equivalent combination of education, training and/or experience relevant to the

position will be considered. Good moral character and ability to obtain LEADS certification and CJIS clearance.

OTHER REQUIREMENTS

Ability to secure and maintain a driver's license valid in the state of Oregon., May be required to drive a county vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

Successful completion of a background investigation. Good moral character and ability to obtain LEADS certification and CJIS clearance.

Department of Public Safety Standards and Training (DPSST) certification is not a requirement of this position. Peace Officer status and arrest authority are not a component of this position.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY

The employee typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical that of an office. Work also involves travel to other County offices, work locations, and meetings. The employee will encounter frequent interruptions throughout the workday.

The employee is regularly required to sit, talk, or hear, frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend and lift up to 30 pounds.

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor.

Requirements are representative, but not all inclusive, of minimum levels of knowledge, skills, and abilities. To perform this job successfully, the employee must be able to perform each essential duty satisfactorily.