



Job Description

Position Title:	Accelerated Rehabilitative Disposition Supervisor (ARD)/Direct IP Supervisor (DIS)
Reports To:	IPP Director
Program Area:	Community Corrections
Compensation Level:	P & A Grade 6, 35 hours per week (\$24.51 entry)

Position Summary:

Responsible for supervising defendants placed into the ARD and Direct IP Programs by the Court of Common Pleas and District Judges of Mercer County. The ARD/DIS Supervisor acts in a quasi-probationary role in carrying out the orders of Court as they relate to these programs. Responsibilities and duties include but are not limited to ensuring defendant compliance with ARD/Direct IP court orders through office and field contacts, ensuring that defendant files are prepared and maintained in compliance with IP Program guidelines, conduct drug testing, make collateral contacts to ensure defendant compliance with program directives and testifying in court.

Essential Duties:

1. Responsible for all aspects of supervision of assigned ARD/Direct IP participants.
2. Assists program participants with the interpretation of Court Orders/conditions.
3. Establishes a risk/needs assessment of each program participant to determine levels of supervision and develop a supervision plan for each participant. Updates risk/needs assessment and supervision plan on each program participant regularly or as directed by the Court or IPP Director.
4. Conduct drug testing and maintain chain of custody for all appropriate specimens. Follows specimen collection policies and procedures to maintain the integrity of the specimen in all cases.
5. Maintain an open line of communication with drug and alcohol treatment agencies. This includes making referrals of defendants to appropriate treatment facilities and monitoring compliance with treatment programs.
6. Maintain an open line of communication with mental health treatment providers and makes appropriate referral of defendants to such treatment. Monitors compliance of defendants with their treatment programs.
7. Monitor defendant compliance with payment schedules as established by the Collections Program.
8. Conduct office and collateral contacts to ensure defendant compliance with program

directives and orders of court.

9. Responsible for maintaining the ARD/Direct IP participant database.
10. Investigate alleged violations of conditions governing supervision of the Intermediate Punishment ARD/Direct IP Programs.
11. Prepare violation reports for the District Attorney and the Court.
12. Testify in court proceedings as necessary.
13. Become certified and trained in JNET and PA State Police Criminal History (CLEAN)

14. Effectively carries out the policies and procedures for the ARD/Direct IP programs as established in the Mercer County Intermediate Punishment ARD/Direct IP Programs.
15. Match clients driving criminogenic need and coordinate referrals to Cognitive Behavioral Intervention (CBI) groups within the community based on LS/CMI assessments.
16. Coordinate with Family Services of Northwest Pennsylvania (FSNWP) to maintain Family Group Decision Making (FGDM) services
17. Prepare monthly statistical reports and maintains and provides information for the preparation of such other reports as directed.
18. Perform such other related tasks and duties as may be requested or assigned by the IPP Director in support of the IP Program.
19. Coordinate treatment for offenders with special needs.
20. Network with local law enforcement, other court staff and probation/parole departments.
21. Prepare billing and credit statements as appropriate for ARD/Direct IP participants.
22. Provide the ARD/Direct IP presentation at the DUI Counterattack School.
23. Prepare recommendations and progress reports to Court as required.
24. Provide daily or event occurrence updates of offender progressive records and files to include summarizing offender, collateral, offender employment, treatment, and police contacts as they occur.
25. Maintain the position professionalism, credibility, and integrity always.

Other Job Duties:

1. Attend training, meetings and seminars as requested.
2. Perform other job-related duties as required.

Supervision Received:

The ARD/Direct IP Supervisor receives occasional instruction and supervision from the IPP Director regarding daily work duties.

Supervision Given:

None.

Qualifications:

A. Education/Training:

1. Minimum of a bachelor's degree in criminal justice or related field.
2. Ability to pass certification training as required and updating specialized skills to include specialized training programs including self-defense and weapons of self-defense.

3. Ability to learn and understand practices and procedures for the operation of the program.
4. Federal Criminal History, Pennsylvania Criminal Background and Pennsylvania Child Abuse History Clearances are required.
5. Ability to learn and understand practices and procedures for the operation of the program.

B. Work experience:

1. 1 – 2 years experienced preferred.

Knowledge, Skills and Abilities Required:

1. Must be able to speak and understand the English language in an understandable manner to carry out the essential job functions.
2. Must possess good communication and interpersonal skills
3. Must possess initiative and problem-solving skills.
4. Must possess the ability to function independently, have flexibility and the ability to work effectively with co-workers and staff.
5. Must possess knowledge of criminal justice system and ability to apply same to the job.
6. Must possess the ability to maintain confidentiality regarding offender information and records.
7. Must possess technical knowledge of operating personal computers and other office equipment with accuracy and reasonable speed.
8. Must possess the willingness to travel as needed to carry out the essential job duties.
9. Must possess the ability to make independent decisions when circumstances warrant such action.
10. Must be able to maintain accurate statistics and records in computer and in files and to provide required reports in a timely manner.
11. Must be able to apply basic math calculations and to apply regarding collection of fees, records, reports, and other documents.
12. Must possess the knowledge or ability to screen offenders and place them into appropriate programs.
13. Must possess a valid PA driver's license.
14. Must be competent to be able to complete certification for drug testing.

Working Conditions:

1. Work indoors in adequate workspace with adequate temperatures, ventilation and lighting.
2. Moderate exposure to stress and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Work in conditions of potential outbursts or disruptive behavior of defendants.
5. Travel during all seasons and is exposed to outdoor elements including snowy, icy roadways.
6. Potential exposure to infectious diseases during urinalysis and contacts.

Physical and Mental Conditions:

1. This position requires the individual to be capable of actively participating in self defense training which may involve lifting, throwing, running, tumbling and utilizing weapons of self-defense.

2. Must possess the ability to record, convey and present information, explain procedures, and follow instructions.
3. Must be able to sit for long periods throughout the workday, with intermittent periods of standing, walking, bending, twisting, and reaching, as necessary to carry out job duties.
4. Dexterity requirements range from simple to coordinated movements of fingers/hands, feet/legs; torso necessary to carry out duties of job.
5. Sedentary work that may incur occasional lifting/carrying objects with a maximum weight of ten pounds.
6. Must be able to cope with the physical and mental stress of the position.
7. Must be able to react quickly physically and mentally in the event of a disturbance or physical outbreak.

How To Apply:

Please send the standard County application, letter of interest, salary history, resume, and three references to the following:

Mercer County Human Resources
125 S. Diamond Street, Suite 17
Mercer, PA 16137

Copies of College transcripts and clearances will be required upon interview.

Deadline to Apply: Open Until Filled