



Job Description

Position Title: Pre-Trial/TASC Supervisor and Domestic Violence Intervention Coordinator
Reports To: IPP Director
Program Area: Community Corrections
Compensation Level: P & A Grade 6, 35 hours per week (\$24.51 entry)

Position Summary:

General Description

The Coordinator is the program's point of contact and liaison between the referral source and the Facilitators, providing oversight of the evidence based program, reporting of outcome measures and quality assurance while directing the flow of communication and written reports. The Coordinator will be accessible at all times in order to allow for this process to run smoothly.

Overall Purpose of Position:

This position supervises defendants placed into the Pretrial/TASC Program by the Court of Common Pleas and District Judges of Mercer County. The Pretrial/TASC Supervisor acts in an offender supervisory role in carrying out the orders of Court as they relate to this program. Responsibilities and duties include but are not limited to ensuring defendant compliance with Pretrial and TASC court orders through office and court contacts, ensuring that defendant files are prepared and maintained in compliance with IP Program guidelines, conducts drug testing, make collateral contacts to ensure defendant compliance with program directives and testifying in court.

Minimum Qualifications

- A bachelor's degree in criminal justice or related field, and at least two years' experience, in some capacity, in the criminal justice field.
- The Coordinator is required to be trained and certified by the National Curriculum and Training Institute (NCTI) in the COG Talk Curricula accredited by the American Probation and Parole Association.

- Experience with Windows Office (Word, Excel and Power Point).
- Knowledge of Mercer County criminal justice and social service agencies, case management, accounting, and grant writing experience is beneficial.

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 of specialized skills to include specialized training programs including self-defense, TASERS, and weapons of self-defense.
3. Ability to learn and understand practices and procedures for the operation of the program.
4. Case management experience is preferred.

B. Work experience:

1. 1 – 2 years experienced in a criminal justice program preferred.
2. Experience working with criminal offenders preferred.

Duties and Responsibilities

- Develop and maintain case management protocols for DVIP.
- Establish and maintain communication with referral sources.
- Submit monthly progress reports to referral source.
- Establish lines of communication between referral source and Facilitators
- Establish and maintain database and program outcome measures.
- Continuously market the program and sustain public relations.
- Interview appropriate candidates for admission into the program.
- Complete intake and review program rules and expectations with participants.
- Conduct the NCTI pretest and posttest on each accepted participant.
- Maintain curriculum updates with NCTI.
- Conduct random on site field visits to review classroom activity to ensure quality assurance and professionalism of program.
- Issue “certificate of completion” to successful participants.

Essential Duties:

1. Responsible for all aspects of supervision of assigned Pretrial/TASC participants.
2. Intakes/screens all defendants being considered for or ordered into the Pretrial/TASC program and verifies the accuracy and validity of offender demographic data.
3. Review the Mercer County Jail population in search of appropriate Pretrial and or TASC defendants.
4. Assist program participants with the interpretation of Court Orders/conditions.

5. Complete an assessment of each program participant to determine levels of supervision and develop a supervision plan for each participant. Update assessment and supervision plan on each program participant regularly or as directed by the Court or IPP Director.
6. Conduct drug testing and maintain chain of custody for all appropriate specimens. Follow specimen collection policies and procedures to maintain the integrity of the specimen in all cases.
7. 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.
8. 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.
9. Conduct office and collateral contacts to ensure defendant compliance with program directives and orders of court.
10. Responsible for maintaining the Pretrial/TASC participant database.
11. Investigate alleged violations of conditions governing supervision of the Intermediate Punishment Pretrial/TASC Program.
12. Prepare violation reports for the District Attorney and the Court.
13. Testify in court proceedings as necessary.
14. Effectively carries out the policies and procedures for the Pretrial/TASC program as established in the Mercer County Intermediate Punishment Pretrial/TASC Program.
15. Prepare monthly statistical reports and maintains and provides information for the preparation of such other reports as directed.
16. Perform such other related tasks and duties as maybe requested or assigned by the IPP Director in support of the IP Program.
17. Coordinate treatment for offenders with special needs.
18. Network with local law enforcement, other court staff and probation/parole departments.
19. Prepare billing and credit statements as appropriate for Pretrial/TASC participants.
20. Complete and submit Daily Activity Reports to the IP Director identifying workload daily.
21. Prepare recommendations and progress reports to Court as required.
22. 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.
23. Maintain the position professionalism, credibility and integrity at all times.

Other Job Duties:

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

Budgetary Responsibilities

- Receive program fees from facilitators, participants and referring agents
- Prepare and initiate timely deposits to Treasurer's Office.
- Maintain fee compliance log for each participant.
- Refer non-paying participants to Cost Collections to establish a payment plan.
- Prepare monthly and yearly reports for the Mercer County Prison Board.

Public Relations

- Design, print and distribute program brochures to referral sources.
- Ongoing site visits as needed to referring agencies.
- Schedule informational meetings as needed with referral sources to include updates of new curriculum.

Supervision Received:

The Pretrial/TASC Supervisor receives occasional instruction and supervision from the IPP Director in regard to daily work duties.

Supervision Given:

None.

Knowledge, Skills and Abilities Required:

1. Must be able to speak and understand the English language in an understandable manner in order 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 in regard to offender information and records.
7. Must possess the 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. Works indoors in adequate work space with adequate temperatures, ventilation and lighting.
2. Moderate exposure to stress and disruptions.
3. Normal indoor exposure to dust/dirt.
4. Works in conditions of potential outbursts or disruptive behavior of defendants.
5. Travels 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 utilize 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.
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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