

# HILLSDALE COUNTY

## COMMUNITY CORRECTIONS MANAGER

**Department:** Hillsdale County Courts

**Date:** 10/05/2023

### **General Summary**

Under the supervision of the Treatment Court Program Coordinator, manages the Community Corrections Program to develop and administer alternatives for time spent in jail by County residents. Provides community level supervision for medium to high risk pretrial offenders released on bond. Completes evidence-based risk assessments on all defendants arrested for felony level offenses. Secures the Community Corrections grant, collects and analyzes program data and prepares contracts with service providers. Coordinates programs according to the Community Corrections Comprehensive Plan, including all cognitive based programming. Oversees supplemental services programming to include substance screening function and other programs that support the rehabilitative aspect of court functions.

### **Essential Functions**

1. Drafts policies and procedures for the Community Corrections program and researches State laws and regulations to ensure compliance. Drafts comprehensive community corrections plan for approval of Community Corrections Advisory Board and maintains the plan.
2. Secures the grant for the State which funds the Community Corrections Program. Includes researching and analyzing program data, outlining program components, preparing implementation strategies, and compiling financial and administrative data.
3. Manages and coordinates all aspects of the Community Corrections Program and provides staff support to the Community Corrections Advisory Board.
4. Monitors the jail population and retrieves information from the Sleuth system including the inmate detail, arrest information, disposition data, and jail log notes for all potential program eligible offenders.
5. Establishes goals for the program and presents them to the Advisory Board for approval. Drafts and recommends program components to achieve the goals and monitors program operation to determine whether goals are being met.
6. Prepares contracts with agencies to conduct programs such as substance abuse services and other program areas. Monitors and evaluates programs and serves as liaison to providers. Determines if state criteria for funding are being met.
7. Writes news releases, correspondence and other document promoting or explaining the Community Corrections Program.

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8. Collects and analyzes data on offenders, enrollments, sentencing practices and eligibility criteria in order to make program recommendations to the Advisory Board and maintain grant funding.
9. Performs administrative functions of the program, including drafting and monitoring budgets, preparing vouchers, and related activities. Responsible for maintenance of all program records.
10. Serves as liaison for the program with other components of the criminal justice system including Judges, attorneys, probation officers, court personnel and law enforcement agencies. Makes public speaking appearances to explain and promote the community corrections philosophy.
11. Monitors individuals placed on pretrial release by the court to include those released on tether (may require after-hours availability); monitors compliance with conditions of the release as set by the court; recommends revocation of pretrial release.
12. Supervise drug screens.
13. Collects biographical, employment, address, family and financial information concerning defendant's in criminal matters; accesses records related to warrant and criminal history checks. Completes risk assessments on all felony arrests.
14. Maintains frequent contact and correspondence with the court staff, judges, community agencies, and others to monitor activity and progress in criminal cases; set ups and maintains required Pretrial Services records and files to include comprehensive log of defendants in pretrial stage of disposition, their bond conditions and compliance with said conditions.
15. Administers and/or coordinates administration of substance screens for alcohol and/or illicit substances, interprets the results, and takes further action as necessary. This duty includes oversight and training of part-time personnel hired to conduct screening.

## **Other Functions**

16. None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.*

## **Employment Qualifications**

**Education:** (Recommended) Bachelor's Degree in Corrections Administration, Criminal Justice, Behavioral Sciences, or a related area.

**Experience:** Four to five years of criminal justice experience, must include experience with direct oversight of individuals under court ordered supervision. Experience with grant preparation and administration is preferred. Must have demonstrated ability to work independently with little to no supervision.

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*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

## **Physical Requirements:**

- Ability to travel to and access locations throughout the County.
- Ability to access departmental files.
- Ability to enter and retrieve information from a computer.

*This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the above requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.*

## **Working Conditions:**

- Works in office conditions
- Regular contact with persons charged with and/or convicted of criminal offenses

## **COMPENSATION & HOURS/BENEFITS:**

- Scheduled work hours are: 8:30 a.m. to 5:00 p.m., with one hour lunch period
- \$20.00-30.00 hourly, with experience
- Health insurance coverage
- Optional - vision and dental coverage
- Paid-Time-Off (PTO) up to 12 days per year
- Paid vacation- after first year
- Paid holiday leave (government recognized)