



LAKE COUNTY COMMUNITY CORRECTIONS POSITION DESCRIPTION (Internal/External)

POSITION TITLE: Assistant Placement Coordinator

REPORTS TO: Placement Coordinator

DUTIES OF THE POSITION: Conducts offender evaluation and placement recommendation. Assists the Placement Coordinator in all duties related to offender assessment, data collection and information management. Assist in the recruitment and review of custody applicants.

If interested, please email your interest letter and resume to: spencsx@lakecountyin.org

ESSENTIAL FUNCTIONS AND PERFORMANCE RESPONSIBILITIES:

A. Assessment Duties

- Schedule, conduct and document the evaluations of all felony referrals, including IRAS assessment.
- Inform (in writing) the court, prosecutor and defense attorney of evaluation result and program recommendation.
- Assists with admission dates with appropriate staff and be knowledgeable of any waiting lists that may be established to control the rate of admissions.
- Maintain calendar of scheduled intakes and communicate with Lake County Jail and staff.
- Be available as needed in Court to testify regarding evaluation results, program acceptance/rejection and placement recommendations.
- Coordinate schedule with other staff to cover periods of vacation, personal or compensatory time.
- Maintain a filing system of all scheduled and completed assessments.
- Maintain inventory of assessment materials.

B. Data Collection Duties

- Maintain an efficient clearing house for all offender evaluation requests and file information.
- Input all assessment results in offender records.
- Produce and distribute statistical reports as requested.

C. Operations

- Recruitment of custody staff
- Organize interviews and employment prescreening of custody staff

D. Other

- Continuously seek innovative ways to improve agency operations
- Attend and participate in professional development opportunities/training as directed by Executive Director.

E. All Other Tasks Delegated by the Executive Director or Deputy Director.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

- Bachelor’s degree from an accredited university with a concentration in human services or criminal justice preferred, or 5 years related experience.
- Two years related experience in human services and/or behavioral change fields such as counseling preferred.
- Certification in Effective Communication and Motivational Strategies (ECMS) preferred.
- Maintain a current CPR/AED certification.
- Excellent organizational skills.
- Proficient in computer data input.
- Ability to maintain flexible work hours, to be called to work on very short notice and to work under changing priorities.
- Ability to work with staff and offenders of diverse backgrounds.
- Willingness to travel, attend overnight events and work non-traditional hours as needed.
- Willingness to assist in areas outside of regular job duties, including temporary transfer of position.
- Ability to handle stressful situations.
- Must maintain a high degree of professionalism.
- Must possess valid Indiana driver’s license.

ADA REQUIREMENTS:

- **Lifting:** must be able to lift/move 25 lbs.
- **Walking:** must be able to walk sufficiently to carry out tasks (i.e., emergency response, care of environment).
- **Grasping/Dexterity:** must have sufficient dexterity to carry out tasks (i.e., emergency response, care of environment).
- **Standing:** must be able to stand for sustained periods of time, at least 1 hour.
- **Sitting:** must be able to sit for sustained periods of time, at least 2 hours.
- **Talking:** must be able to express ideas by means of spoken work in a manner that can convey detail to coworkers, participants and the public.
- **Hearing:** must be able to receive detailed information through oral communication. Also, must be able to hear and respond to participant or staff and hear safety alarms.
- **Repetitive Motion:** must have substantial range of motion and coordination in limbs so as to respond to safety needs as well as usual clerical and participant needs.
- **Cognitive:** must have the ability to plan and perform activities related to this position, to understand policies and procedures and implement such in a manner that demonstrates good judgment, to work independently, to modify work appropriately, to respond to changes in priorities and meet high level intellectual, mental and cognitive demands.

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ADOPTED: _____

EMPLOYEE SIGNATURE: _____

(Date)