

Title: County Community Corrections Officer (This is a Grant Funded position)

County: Washington

Responsibilities:

Responsible for supervision of offenders who are placed into a Washington County Community Corrections Program (Day Reporting Program, Community Transition Program, Community Service Work Program). Work week is \_\_\_\_\_ hours. Will be required to work one evening (until 8 pm) every five to six weeks.

Supervises offenders referred to community corrections programming consistent with the conditions imposed by the court, including regular face to face contact with clients.  
Performs field contacts with clients in the community (home, school, work).  
Completes pre-certifications and other reports as directed by the court.  
Maintains accurate records and completes data entry of all case contacts.  
Complete risk assessments and develop case plans for each client.  
Makes referrals to public and private agencies to meet the needs of clients.  
Maintains contact with agencies and other persons or institutions concerned with the treatment or welfare of clients.  
Conducts drug and alcohol screenings with clients as needed.  
Prepare reports for the court and prosecuting attorney.  
Testify in court.  
Perform any and all job duties as required by the Judges, Chief Probation Officer and Director of Community Corrections.

Qualifications:

Interested applicants must be twenty-one (21) years of age, be an American citizen, have a baccalaureate degree from an accredited college or university, shall be a person of good moral character, shall meet all requirements for becoming a certified probation officer within one (1) year from the date that the officer is first employed, obtain IRAS and IYAS certification within one (1) year from the date that the officer is first employed, attend an orientation program conducted by Indiana Office of Court Services within one (1) year from the date that the officer is employed, and be willing to complete a background check.

Education: Baccalaureate degree from an accredited university

Salary: Based on the Indiana Probation Officer Minimum Salary Schedule

Apply Before: January 31, 2022

To: Applications will be taken until position is filled.

Cover letter, resume and a minimum of (3) references may be sent to:

Myra Albertson  
Washington County Community Corrections Director  
806 Martinsburg Road, Suite 203  
Salem, Indiana 47167  
[malbertson@washingtoncounty.in.gov](mailto:malbertson@washingtoncounty.in.gov)

Or may be delivered in person to Washington County Probation/Community Corrections at the above-listed address.

Post to POPAI and [in.gov/courts/jobs](http://in.gov/courts/jobs)