SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 10/10/17 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: PROGRAM COORD I SCDC POSITION #: 021132
HOURS/WEEKLY: 040.00 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: LEATH CORR INSTIT (WOMEN), GREENWOOD (GREENWOOD) LEVEL 2

STATE JOB TITLE: PROGRAM COORD I STATE JOB CLASS: 9999
HRLY RATE: $ 018.28 SCEIS POSITION #: 61026885

MINIMUM AND ADDITIONAL REQUIREMENTS:
A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.
A BACHELOR'S DEGREE AND THREE (3) YEARS PROFESSIONAL EXPERIENCE IN CORRECTIONAL PROGRAMS, SOCIAL SERVICE REHABILITATIVE SERVICES AND/OR EDUCATIONAL PROGRAMS; OR AN ASSOCIATE'S DEGREE AND FIVE (5) YEARS PROFESSIONAL EXPERIENCE IN CORRECTIONAL PROGRAMS, SOCIAL SERVICE REHABILITATIVE SERVICES AND/OR EDUCATIONAL PROGRAMS; OR A HIGH SCHOOL DIPLOMA AND TEN (10) YEARS PROFESSIONAL EXPERIENCE IN CORRECTIONAL PROGRAMS, SOCIAL SERVICE REHABILITATIVE SERVICES AND/OR EDUCATIONAL PROGRAMS.

DESCRIPTION OF DUTIES:
COORDINATE DAY TO DAY OPERATIONS OF THE SELF PACED IN CLASS EDUCATION (SPICE) PROGRAM. FUNCTION AS THE LIAISON BETWEEN SCDC AND OTHER COLLABORATING AGENCIES, TECHNICAL COLLEGES, COMMUNITY GROUPS, CHURCHES AND VOLUNTEERS, RECRUIT PROGRAM SPONSORS/MENTORS FROM THE COMMUNITY TO WORK WITH INMATES IN SPICE. ASSIST IN DELIVERY OF EDUCATIONAL, LIFE SKILL, HEALTH AND WELLNESS, SPIRITUAL AND VOCATIONAL SUPPORT SERVICES FOR PROGRAM INMATES AS NEEDED. CONDUCT STUDIES OF PROBLEMS AND NEEDS OF THE SPICE PROGRAM AREA AND MAKE RECOMMENDATIONS TO APPROPRIATE OFFICIALS. REVIEW PROGRAM ELIGIBILITY STATUS OF PROPOSED INMATES AND COORDINATE TRANSFERS OF INMATES WITH APPROPRIATE OFFICIALS. ENSURE PROGRESS REPORTS AND OTHER INFORMATION ARE PREPARED AND SUBMITTED AS NEEDED OR REQUESTED BY APPROPRIATE OFFICIALS.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING
****RESUME REQUIRED WHEN APPLYING FOR THIS POSITION****

THIS IS AN AT WILL POSITION AND IS EXEMPT FROM THE STATE EMPLOYEES' GRIEVANCE PROCEDURE ACT.