SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 11/14/17 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: PROGRAM COORDINATOR II SCDC POSITION #: 010497
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: PROGRAMS & SERVICES, COLUMBIA (RICHLAND)

STATE JOB TITLE: PROGRAM COORDINATOR II STATE JOB CLASS: AH40
PAY BAND/LEVEL: 06 D
BAND: 06 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 044952 - $ 058033 SCEIS POSITION #: 61019820

MINIMUM AND ADDITIONAL REQUIREMENTS:
A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE WITH EIGHT (8) YEARS PROGRAM DESIGN, IMPLEMENTATION AND COMMUNITY RESOURCE COLLABORATIOIN. THREE (3) YEARS SUPERVISORY EXPERIENCE REQUIRED.

DESCRIPTION OF DUTIES:
RESPONSIBLE FOR THE PROGRAM DESIGN, IMPLEMENTATION, DAILY ADMINISTRATIVE ACTIVITIES AND SERVICE DELIVERY PROCESS FOR PRE-RELEASE SERVICES. AT THE MANAGEMENT'S REQUEST THIS POSITION WILL COORDINATE SPECIAL PROJECTS, PREPARE AND PRESENT REPORTS. ATTEND LEGISLATIVE, PUBLIC AND ADVOCACY GROUP HEARINGS. HELP RECRUIT VOLUNTEERS FROM THE COMMUNITY TO ASSIST IN PROGRAM DELIVERY. PERFORM OTHER DUTIES UPON THE REQUEST OF THE WARDEN. ABILITY TO WORK WITH LIMITED SUPERVISION AND WITH DISCRETION. WILL WORK WITH INMATES ON A DAILY BASIS.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING**MUST SUBMIT RESUME
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