SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 02/24/15 CLOSING DATE: 03/05/15 (4:30 PM)

SCDC INTERNAL TITLE: INTENSIVE SUPV OFC SCDC POSITION #: 015905
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: ISS MIDLANDS REGION, COLUMBIA (RICHLAND)

STATE JOB TITLE: HUMAN SERVICES COORD I STATE JOB CLASS: GA50
BAND: 05 SALARY RANGE $ 031805 - $ 058848 SPECIAL INCENTIVE: NO
LEVEL: B SALARY RANGE $ 033082 - $ 052366 SCEIS POSITION #: 61017948

STATE OF SC MINIMUM TRAINING AND EXPERIENCE REQUIREMENTS:
A BACHELOR'S DEGREE AND PROFESSIONAL EXPERIENCE IN HUMAN
SERVICES OR SOCIAL SERVICES PROGRAMS.

AGENCY PREFERRED QUALIFICATIONS:
A BACHELOR'S DEGREE AND TWO (2) YEARS OF CASE MANAGEMENT AND CRIMINAL
JUSTICE EXPERIENCE PREFERRED. BASIC LAPTOP COMPUTER SKILLS REQUIRED.

DESCRIPTION OF DUTIES:
SERVE AS CASE MANAGER FOR YOUNG OFFENDERS UNDER INTENSIVE SUPERVISION.
DEVELOP/MAINTAIN AN UPDATED CASE MANAGEMENT PLAN FOR EACH OFFENDER.
BROKER COMMUNITY RESOURCES/SERVICES, DEVELOP RESOURCES WHERE GAPS
EXIST. UTILIZE A WEB-BASED DATABASE TO DOCUMENT SERVICES. UTILIZE
GRADUATED RESPONSES TO DETER NON-COMPLIANCE AND INCENTIVES TO PROMOTE
POSITIVE BEHAVIOR. DEVELOP A COMMUNITY PLANNING AND REVIEW (PRT) TEAM
CONSISTING OF HUMAN SERVICE ORGANIZATIONS, LAW ENFORCEMENT, SERVICE
PROVIDERS, ETC. COORD. MONTHLY PRT MEETINGS IN ORDER TO UPDATE EACH
OFFENDER'S CASE MANAGEMENT PLAN AND COORD. REFERRALS/SERVICES. WORK
IN CONJUNCTION WITH SCDC INSTITUTIONAL STAFF TO DEVELOP A REENTRY PLAN
PRIOR TO EACH OFFENDER'S RELEASE. MAKE AT LEAST MONTHLY VISITS TO THE
OFFENDER'S ASSIGNED INSTITUTION TO CONSULT WITH OFFENDER AND STAFF
WELL IN ADVANCE OF RELEASE. PARTICIPATE IN JOB-RELATED TRAINING AS
REQUIRED. PERFORM OTHER DUTIES AS ASSIGNED BY REGIONAL REENTRY
COORDINATOR. MUST WORK FLEXIBLE HOURS (NIGHTS, WEEK-ENDS, HOLIDAYS)
COMMENTS:
WILL BE WORKING IN THE RICHLAND/LEXINGTON COUNTY AREAS OF
THE MIDLANDS REGION. MUST SUBMIT RESUME WITH APPLICATION