

LIVINGSTON COUNTY JOB DESCRIPTION

SWIFT AND SURE/COMMUNITY CORRECTIONS COORDINATOR

Supervised By: Specialty Courts and Programs Administrator

Supervises: No supervisory responsibility

FLSA Status: Non-Exempt

Position Summary:

Under the supervision of the Specialty Courts and Programs Administrator, is responsible for administrative tasks associated with the Swift and Sure Sanctions Probation Program (SSSPP) and the Community Corrections Program. Works with Michigan Department of Correction (MDOC) agents to coordinate referrals and case management for participants involved in the Programs. Performs records management and all other assigned duties in support of Program administration.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties, which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Works with Michigan Department of Corrections (MDOC) Probation Agents to determine whether an individual is eligible and appropriate for the Swift and Sure Program and/or Community Corrections Program.
2. Responsible for the day-to-day management of the Swift and Sure and Community Corrections Programs by maintaining offender program files, referrals, required assessments, eligibility documentation, case notes etc.
3. Analyze State and local felony dispositions and local jail utilization to propose objectives that will reduce or maintain low prison commitment rates.
4. Continually monitors program enrollments for under or over utilization.
5. Serves as liaison to the local Community Corrections Advisory Board (CCAB), MDOC Probation Agents, and court personnel.
6. Prepares reports and sets meeting agendas providing notice to public and CCAB members.
7. Develops with the Community Corrections Advisory Board and the Specialty Courts and Programs Administrator, the Community Corrections Comprehensive Plan.
8. Enters all required data in tracking systems including DCCMIS and North Pointe.
9. Completes SSSP Program orientation and intake on new referrals. May be required to visit Swift and Sure participants and referrals in the Livingston County Jail.

10. Monitors, in conjunction with the SSSP MDOC Probation Agent, participant's individual progress, engagement in services, appropriateness of services received, Program compliance, and transitioning back into the community.
11. Provides SSSP participants with referrals for testing, treatment, and other services. Assists participants in registering for medical insurance, as appropriate.
- 12.
13. Responsible for SSSP Program Violation Hearing scheduling; creating a report and recommendation to the Judge, Prosecutor, and Probation Department; and attending the Sanction Hearings.
14. Responsible for following all SSSP and Community Corrections grant and budget requirements in performing assigned duties.
15. Assists the Specialty Courts and Programs Administrator with Program reports, budget planning, and ongoing Program planning and development.
16. Reconciles invoices for services following departmental process.
17. Attends workshops and trainings to stay current with legal and other developments in Swift and Sure Sanctions and Community Corrections Programs.
18. Performs other duties as directed.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- Bachelor's Degree in criminal justice, social work, psychology, or sociology, or related field and three years of experience in a social service setting.
- The County, at its discretion, may consider an alternative combination of formal education and work experience.
- A Michigan Vehicle Operator's License.
- Working knowledge of office procedures, file setup and maintenance, bookkeeping principles and application and administrative support techniques.
- Skill in effectively communicating assigned areas of responsibility orally and in writing and working within a team concept.
- Strong skills in proofreading, performing arithmetic calculations, maintaining accounts and records and following and suggesting refinements to procedural systems.

- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with County employees, prisoners and program participants, representatives of other governmental units and the judicial system, professional contacts, elected officials and the public.
- Demonstrated skill and experience in the use of office equipment and technology, including Microsoft Suite applications and the ability to master particular software programs utilized by the courts, and new technologies.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance. Accommodation will be made, as needed, for employees required to lift or move objects that exceed this weight.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate but the employee must occasionally travel to other locations including possibly the County jail, where environmental conditions may differ.