

**SECOND JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES
VACANCY NOTIFICATION
Dependent upon Funding**

TO: ALL Applicants

POSTING DATE: September 11, 2018

**REASSIGNMENT
CLOSING DATE:** September 14, 2018 @ 3:00pm

**ALL APPLICANTS
CLOSING DATE:** September 25, 2018 @ 3:00pm

CLASSIFICATION: Community Treatment Coordinator

OFFICIAL DOMICILE: Fort Dodge

POSITION OPEN: 1.0 FTE

SALARY: Pay Grade 29 Hourly: \$25.25 - \$38.43

Location	Shift	Status
Fort Dodge Area Office To include counties: Calhoun, Hamilton, Humboldt, Pocahontas, Sac, Webster and Wright	Variable; as needed to perform assigned duties. Generally 40 hours weekly including day, weekend and evening hours Work duties include travel and group facilitation.	Full-Time

GENERAL DUTIES: Provides direct client services in the form of treatment groups, instructional classes and individual sessions. Assists in the coordination of other program treatment services including intake assessments and re-entry planning of offenders to community supervision.

QUALIFICATIONS: Graduation from an accredited college or university and a minimum of two years human service experience; or two years satisfactory experience as a Probation/Parole Officer 2 or 3 in a district.

PREFERRED QUALIFICATIONS: Degree in Criminology, Social Work, Human Services, Behavioral Sciences, Sociology, or Psychology and/or correctional experience. **Broad knowledge and understanding of correctional research, principles of effective correctional interventions, and the adult criminal justice system.**

NECESSARY SPECIAL REQUIREMENTS:

Barring reasonable accommodation under the American with Disabilities Act, designated positions in this job class require applicants to possess, obtain and maintain a valid driver's license, and the ability to be insured and maintain insurability under the district's auto insurance coverage. Satisfactory completion of a background investigation and criminal history check. Successful completion of psychological testing and examination as required. Medical examination to certify ability to physically perform the essential functions of the position. Successful completion of a urinalysis test for illegal substances.

**All applicants must complete the Department's Application for Employment packet
(to include essay questions and unofficial transcript)**

No RESUMES WILL BE ACCEPTED

DEADLINE: Applications must be received by 3:00pm on closing date above.
Application materials for Employment: www.2nddcs.com

SUBMIT completed DEPARTMENT APPLICATION forms to: pattee.yetmar@iowa.gov