

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

TO: ALL Applicants
POSTING DATE: November 26, 2018
REASSIGNMENT CLOSING DATE: November 29, 2018 @ 3:00pm

ALL APPLICANTS CLOSING DATE: December 10, 2018 @ 3:00pm

CLASSIFICATION: Community Treatment Coordinator

OFFICIAL DOMICILE: Marshalltown

POSITION OPEN: 1.0 FTE

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

Location	Shift	Status
Marshalltown Area Office To include counties: Hardin and Marshall	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. **Ability to obtain Trainer of Trainer status in all assessments and treatment curriculum provided by the Department.**

**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