

IOWA DISTRICT DEPARTMENTS OF CORRECTIONAL SERVICES

PROBATION/PAROLE OFFICER I

(60310)

GENERAL STATEMENT OF DUTIES:

Under general supervision, performs entry level professional tasks such as assessment and casework involving clients under correctional supervision including: Pretrial, presentence, low risk probation, parole or residential programs. Performs related work as required. They may also co-facilitate informational and educational groups.

DISTINGUISHING FEATURES OF THE CLASS:

The Probation/Parole Officer I position is used for routine risk and needs assessment, predominately lower risk case management and some basic group facilitation. Case management and supervision strategies may be planned in conjunction with the supervisor or designee, but the incumbent evaluates and make decisions within established policies and standards. The work requires the use of independent judgment, initiative, teamwork, communication, balanced approach of treatment and supervision, developing quality professional working relationships with clients, and familiarity with district standards, policies, and functions.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES:

As a part of a multi-disciplinary team, the incumbent participates as an active member of the team to improve client outcomes consistent with change principles and district goals.

Builds collaborative relationships with interested parties dealing with criminal justice matters (courts, law enforcement) and other community partners (service providers, employers).

Interacts with clients on predominately lower risk supervision, utilizing basic behavioral techniques to assist in the development of problem solving skills and facilitating behavioral change.

With a balanced approach of accountability and treatment, addresses issues that arise, such as violating behaviors and/or community safety concerns, utilizing evidenced based practices.

Prepares and presents accurate written and oral reports on clients for the courts, parole board, administrative hearings, and in-house staffings and outside agencies in compliance with established deadlines. Such reports may include presentence, probation/parole violation reports or reports for modification of supervision. These reports are done in adherence to Iowa Code, Administrative Code and/or Department Policy.

Conduct and utilize assessments that identify risk, need and responsivity for the purpose of developing effective intervention strategies targeted at reducing recidivism. This may include conducting the Iowa Risk or other criminogenic needs assessments.

Consistently evaluates and monitors clients' reentry needs. Ensures continuity of reentry by having the proper supports in place for those clients returning from prison, jail or residential.

Reviews the court order and aligns available resources to address expectations.

Maintains a thorough and detailed case file for each client verifying that the necessary documentation is timely and accurate. Documents client-related contacts in files and strictly adheres to department policy and Iowa Code as they relate to confidentiality of records.

Assesses or monitors for alcohol/drug use utilizing available technology.

Supervises client financial matters, including budgeting and payment of obligations (supervision fee, court fees, restitution, rent etc.).

Co-facilitates cognitive behavioral or other evidence based groups.

Assists in supervision of clients in residential facilities to include assistance at the control desk, intake, urinalysis/breath analysis, and other various tasks.

Adheres to the use of universal precautions in the performance of job duties in order to minimize the potential risk for exposure to bloodborne pathogens.

Responds to emergencies with safety as a first priority trained and prepared to use life saving measures and appropriate defensive tactics as needed and necessary.

Competencies Required:

- Knowledge of casework, cognitive-behavioral strategies, social learning principles, core correctional practices and protective factors and ability to apply this knowledge when working with clients.
- Knowledge of the criminal justice system and understanding of how institutions and community based corrections work collaboratively for client re-entry.
- Knowledge of community resources and ability to refer appropriately, as well as to identify and address barriers and other challenges that may arise for clients under supervision.
- Knowledge and application of validated risk need tools, and how they translate into case plans and supervision strategies.
- Knowledge of law and government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules.
- Knowledge of risk, need, and responsivity principles and ability to apply these in case management.
- Knowledge of core correctional practices and ability to demonstrate these practices.
- Knowledge and skills to build trust and interact in a collaborative, respectful, and positive way that empowers clients to make positive changes and meet goals.
- Knowledge of what strategies work most effectively with what types of offenders, special needs, disabilities, race, age, trauma, and gender responsiveness.

- Knowledge of effective responses to non-compliant and/or anti-social behavior and incentives to reinforce pro-social. Ability to utilize graduated sanctions and incentive/reward in an evidence based manner.
- Ability to accurately and succinctly communicate in oral interactions and written descriptions of human behavior in English, using proper grammar and proper sentence structure.
- Ability to read, understand and apply district policies and state code to a variety of situations.
- Ability to conduct home visit/searches and other field checks in an effective and safe way within the parameters of the law and Department.
- Ability to assert one's self with others while retaining composure under pressure and remaining objective.
- Ability to communicate while utilizing core correctional practices in everyday interactions with clients (e.g., role playing, rehearsals, modeling, positive feedback, effective disapproval).
- Ability to formulate and present recommendations in a non-judgmental and factual manner.
- Ability to establish quality relationships and to demonstrate to clients you want them to succeed and relate to them in open, genuine, and respectful ways.
- Ability and skills to identify and encourage pro-social networks and protective factors.
- Ability to use effective interpersonal skills with clients, co-workers and the public.
- Ability to relate effectively and with sensitivity to clients with a diverse populations (e.g. gender, culture, or ethnic group).
- Ability to problem solve, exercising sound judgment and critical thinking in varied situations.
- Ability to work cooperatively with other team members.
- Ability to organize work, set priorities and determine sequence of activities to achieve goals.
- Ability to receive feedback, willingness to learn and embracing continuous improvement.
- Ability to learn and apply new skills, methods and procedures as well as balance treatment and accountability when working with clients.
- Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.
- Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

- Graduation from a four year accredited college or university; or
- Two years of college (minimum of 48 hours) at an accredited college or university and two years of human service/criminal justice experience; or
- An equivalent combination of education and experience to equal four years; or
- Thirty-six months of satisfactory employment as a Residential Officer in a district or a similar position in another jurisdiction or agency.

NECESSARY SPECIAL REQUIREMENTS

- Barring reasonable accommodation under the Americans 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.
- Designated positions in this job class require applicants to possess IRR/IVVI and DRAOR user certification or have the ability to obtain and maintain said certification within first year of employment.

SELECTIVE REQUIREMENTS

ESSENTIAL FUNCTIONS

- Effectively communicate with the client population, criminal justice and related agency staff and other involved parties in individual and group settings.
- Review and document observations, assessments and other related information in electronic databases within specified timeframes.
- Comprehend critical information and complex issues in varied situations using critical thinking and sound judgement to make decisions that are not in conflict with established policy guidelines, timeframes and legal parameters.
- Assess client characteristics and circumstances and organize internal as well as external resources to address client risk management and case plans.
- Travel to various work sites and participate in work activities such as training, court/administrative hearings, and other related community functions.
- Utilize available technology in the performance of job duties.
- Application of safety strategies including sustained alertness and defensive tactics as needed to ensure a safe work environment for all
- Stress tolerance in dealing with a criminal justice population, including exposure to unpredictable behavior and rapidly escalating situations
- Accurately and succinctly communicates in oral interactions and/or written reports, assessments and summaries of human behavior in English, using proper grammar and proper sentence structure.

Adopted March 1, 1987
Revised July 1, 1990
Revised January, 1993
Revised March, 1993
Revised October, 1996
Revised August, 2002
Revised August, 2017

Approved:



Date: August 1, 2017