

## **ALTERNATIVES TO INCARCERATION COORDINATOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves responsibility for coordinating community service assignments for individuals enrolled in the County's Alternative to Incarceration Program. The incumbent in this position determines an individual's eligibility for community service assignments rather than serving time in County Jail. The incumbent in this class receives referrals from Criminal Court Judges, interviews participants, makes appropriate referral to work site based on information obtained, monitors compliance, and reports to the courts with respect to the participants progress. The work is performed under the general supervision of the Sheriff with leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Screens and interviews defendants at the jail to determine eligibility for pre-trial release services and makes recommendations, and completes all necessary paperwork for the courts regarding release;
- Monitors defendants released on the House Arrest Program;
- Reviews referral information received from courts, attorneys, and any other referring agency to determine eligibility for program participation;
- Develops and recommends policies and procedures to comply with State and Federal laws, regulations and mandates with regard to the delivery of Alternatives to Incarceration Program for the county;
- Maintains records in a database by entering, updating and retrieving information in accordance with State and Federal laws and rules;
- Coordinates assignments by referring participants to appropriate work site based on any limitations and the level of supervision required;
- Monitors work performance of participants involved in the program by maintaining regular contact with work site supervisors and participants;
- Interprets State and Federal laws and regulations as they relate to program services and advises the Sheriff;
- Evaluates and reports on the effectiveness of the Alternatives to Incarceration Program;
- Maintains liaison with various agencies to which individuals can be referred for community service and work crew assignments;
- May supervise community service work crew as needed;
- May file petitions and testify in court.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of laws, rules and mandates that regulate the criminal justice system;
- Good knowledge of community services available to offenders;
- Good knowledge of interviewing principles, practices and techniques;
- Working knowledge of the functions and procedures of Criminal Court;
- Working knowledge of the factors related to criminal behavior;
- Ability to establish and maintain effective working relationships with others;
- Ability to motivate individuals to be successful with their work plan;
- Ability to communicate effectively both orally and in writing;
- Ability to operate a personal computer and utilize common office software programs including word processing, spreadsheet and databases;
- Sound judgment;
- Physical condition commensurate with the demands of the position.

**Alternatives to Incarceration Coordinator continued****MINIMUM QUALIFICATIONS:** Either:

- a) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in human services, criminal justice, social work or closely related field and three (3) months of experience conducting community service assessment, case management or counseling to individuals with problems with the criminal justice system or those in need of community services; or
- b) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in human services, criminal justice or a closely related field and eighteen (18) months of experience as defined in (a); or
- c) Graduation from high school with three (3) years of experience as defined in (a).

**NOTE:** Verifiable part time and/or volunteer experience may be prorated toward meeting full-time experience requirements.

**SPECIAL REQUIREMENT:** Possession of a valid NYS Driver's License.

02/19/2010

CLASS:       COMPETITIVE