



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

COORDINATOR III, COMMUNITY SERVICES

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs responsible professional work providing supervision to cases that have been given community service or placed on electronic monitor/outreach detention does related work as required. Work is performed under general supervision.

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, walking, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Conducting intake interviews; monitoring case progress; testifying in court; supervising cases; preparing files, reports and records.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Acts as the program's liaison to the court, provides court testimony and makes appropriate recommendations to the court regarding offenders;

Completes intake/needs assessment to determine need for services; refers defendants to community resources;

Provides supervision to cases by making required contacts;

Conducts urinalysis to monitor defendant drug use and documents compliance with all other aspects of the defendant's contracts and court orders;

Conducts ongoing review of defendant's progress to determine treatment or contract revisions; submits progress reports to director and courts when needed regarding defendant progress and caseloads; reports violations of supervision to the courts;

Places court ordered subjects on electronic monitor and checks cases per court; monitors and verifies completion of assigned community service hours;

Conducts ongoing review of offenders' progress to determine treatment or contract revisions;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Must have a valid Virginia Driver's License;

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

General knowledge of social service programs and other community resources; general knowledge of the Department of Criminal Justice Services, Code of Virginia Laws and Ordinances, District and Circuit Courts, and County policies and procedures; general knowledge of factors related to crime and delinquency; ability to communicate ideas effectively both orally and in writing; ability to make decisions and interpretations in accordance with established rules, policies, and procedures; ability to establish and maintain effective working relationships with clients, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in criminal justice, sociology, psychology or related field and considerable experience in the criminal justice field.