

  
**Job Description:****DeKalb County****Community Corrections****POSITION:****DEPARTMENT:****STATUS:****SALARY & HOURS:**

Residential Facility Officer

DeKalb County Community Corrections (DCCC)

An Equal Opportunity Employer

Part Time- Non-Exempt

\$18.42, Weekends 6 AM to 6 PM

Saturday and Sunday

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. DeKalb County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Residential Facility Officer for the Community Corrections Department, responsible for maintaining control and ensuring safety of facility, staff, and residents.

**DUTIES:**

1. Uses principles of evidence based practices as a guide in interactions with program participants and in the development of department programs.
2. Implements programs that will achieve the agency's mission.
3. Monitors compliance of program rules and any special conditions ordered by the court.
4. Oversees activities of facility residents.
5. Assists in maintaining safety, security, and sanitation of the facility.
6. Assists in supervising resident conduct and safety.
7. Assists in preparing statistical and other reports, as required.
8. Conducts searches to monitor program compliance.
9. Collects drug screens and maintains records, as needed.
10. Maintains current, accurate case files, including classifying participants according to risk based on Indiana Risk Assessment results.
11. Recording defendant's behavior and compliance with the court's order.
12. Collaborate on cases with Community Corrections staff, as needed.
13. Completes and/or receives, processes, and forwards requests for maintenance to the facility maintenance department and supervisor.
14. Assists staff in completing assigned duties.
15. Attends various meetings, as required.
16. Testifies in court, as needed.
17. Performs related duties as assigned.

**JOB REQUIREMENTS :**

1. High school diploma or GED.
2. Must model Pro-Social behavior at all times and in all places.
3. Ability to meet all departmental and agency hiring requirements including passage of a drug test and Indiana Department of Child Services substantiated cases check.
4. Ability to meet all departmental hiring, promotion and retention requirements, including not posing a direct threat to the health and safety of other individuals in the workplace.
5. Thorough knowledge of and ability to make practical application of rules, regulations, policies and procedures of the Department and civil and criminal justice systems.
6. Thorough knowledge of radio frequencies, codes, and procedures.
7. Working knowledge of and ability to use standard equipment and software, including Microsoft Excel, Word, and Outlook, computer, telephone, vehicle, and radio.
8. Working knowledge of standard English grammar, spelling and punctuation, and ability to complete department reports within established deadlines.
9. Working knowledge of and ability to effectively apply evidence collection and preservation techniques.
10. Ability to provide public access to, or maintain confidentiality of, department information/records according to state requirements.

11. Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile individuals.
12. Ability to comply with all employer/department personnel policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.
13. Ability to obtain and apply knowledge of applicable local, state, and federal laws, codes, ordinances, and accepted police procedures.
14. Ability to deal swiftly, rationally, and decisively with potentially violent individuals in precarious situations, and take authoritative action applying appropriate discretion.
15. Ability to speak clearly and distinctly, hear and be heard and understood when communicating in person, by radio, or by telephone.
16. Ability to protect oneself from contracting infectious diseases by avoiding high risk environments and by having knowledge of and utilizing universal health precautions.
17. Ability to effectively communicate orally and in writing with co-workers, other County departments, residents, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
18. Ability to work alone with minimum supervision and with others in a team environment.
19. Ability to work on several tasks at the same time often amidst frequent distractions and interruptions.
20. Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.
21. Ability to work weekends, evenings, and extended hours, serve on 24-hour call on rotation basis, and respond to emergencies on 24-hour basis.
22. Ability to testify in Court or legal proceedings.
23. Possession of a valid driver's license and demonstrated safe driving record.

**Please provide a resume and cover letter ASAP to:**

**Michelle Fosnaugh, Executive Director, DeKalb County Community Corrections  
P.O. Box 6049  
Auburn, IN 46706**

**Fax: (260) 927-4779    -Or-    [humanresources@co.dekalb.in.us](mailto:humanresources@co.dekalb.in.us)**

**\*\*All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, national origin, age, sexual orientation, gender identity, disability or veteran status.**