

  
**Job Description:****DeKalb County  
Community Corrections****POSITION:** Program Facilitator/CHANGE Academy  
**DEPARTMENT:** DeKalb County Community Corrections (DCCC)  
An Equal Opportunity Employer  
**STATUS:** Part Time- Non-EXEMPT  
**SALARY:** \$19.00 per hour  
**HOURS:** M-F, 8:00am-1:45pm

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 Program Facilitator/CHANGE Academy for the Community Corrections Department, responsible for providing academic instruction, documenting violations, and assisting various staff members.

**DUTIES:**

1. Uses principles of evidence based practices as a guide in interactions with program participants and maintains a safe, respectful environment.
2. Answers telephone and greets office visitors, providing information and assistance, responding to inquiries, and/or directing callers to appropriate individual or department.
3. Provides effective academic instruction of a standards-based online educational curriculum, as approved by IDOE. Tutors juveniles in all academic subjects from 6<sup>th</sup> -12<sup>th</sup> grade.
4. Conducts drug screens and maintains records.
5. Documents and processes all violations.
6. Files reports and obtains chronological case summaries from Courts, as assigned.
7. Collects, opens, sorts, and distributes mail to appropriate personnel and processes outgoing mail.
8. Testifies in court, as needed.
9. Assists Juvenile Services Coordinator, DeKalb CHANGE Academy, and DeKalb Community Corrections staff, as needed.
10. Attends meetings, as required.
11. Performs related duties as assigned

**JOB REQUIREMENTS :**

1. Must be at least 18 years of age and have a high school diploma or high school equivalent.
2. Ability to meet all departmental hiring requirements, including passage of a drug test and Indiana Department of Child Services substantiated cases check.
3. Must model Pro-Social behavior at all times in all places.
4. Working knowledge of and ability to use a variety of computer software utilized by department, including Microsoft Word, Excel, and Outlook.
5. Working knowledge of standard English grammar, spelling and punctuation, and ability to type with speed and accuracy and prepare reports.
6. Ability to effectively communicate orally and in writing with co-workers, other County departments, DeKalb County schools and School Resource Officers, DCS, Probation, service providers, volunteer organizations, community stakeholders, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.
7. Ability to use standard office equipment including computer, copier, calculator, fax machine, copier, scanner, telephone, and vehicle.
8. Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.
9. 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.
10. Ability to make simple arithmetic calculations in a variety of mathematical subjects, including algebra and geometry.
11. Ability to compile, collate, or classify data.

12. Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.
13. Ability to work alone with minimum supervision and with others in a team environment.
14. Ability to work on several tasks at the same time and work rapidly for long periods often amidst frequent distractions and interruptions, occasionally under time pressure.
15. Possession of a valid driver's license and demonstrated safe driving record.

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

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

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