

**POSITION: Home Monitoring / Community Work Service Coordinator**  
**GRADE: 5C**  
**CODE:**

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**FLSA: Exempt**  
**DATE: Created 07/01/2017**

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**POSITION SUMMARY:** Responsible for supervising inmates participating in the Home Monitoring and Community Work Service Programs. The employee may work independently and must manage the employee's work schedule to accomplish both administrative tasks and community activities in a timely manner. Employee may be required to work a flex schedule.

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**ESSENTIAL FUNCTIONS:**

1. Provide orientation and supervise an assigned caseload of inmates and others assigned to the Home Monitoring and Community Work Service Programs;
  2. Monitor and track inmate whereabouts utilizing on-line programs;
  3. Conduct telephone checks, employment and residential visits to ensure that inmates, family members and employers understand and are in compliance with program rules;
  4. Correspond with courts regarding non-compliant participants and report sanctions to Staff;
  5. Coordinate and assign Community Work Service participants to designated work-sites;
  6. Recommend disciplinary action for non-compliant inmates through disciplinary reporting process / Participate with inmate disciplinary and classification hearings as needed;
  7. Establish and maintain contact with various segments of the community to promote the Community Work Service, Home Monitoring and Community Corrections Programs.
  8. Prepare and maintain timely, accurate and complete files, reports, and records to maintain compliance with polices and legal mandates;
  9. Collects program participation fees and document payments utilizing the JMS;
  10. Ensure all program equipment / materials are accounted for upon an individual's release / removal from the Home Monitoring Program. Inspect equipment for damage / tampering;
  11. Performs random Drug and Alcohol Tests on Home Monitoring participants;
  12. Report to work as scheduled or directed; and
  13. Perform other duties as assigned.
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**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Ability to work independently;
2. Knowledge of practices, procedures, of the Community Corrections Center, Home Monitoring and Community Release Programs.
3. Ability to establish effective working relationships with public agencies and employers;
4. Ability to read road maps, plan daily activity, use cell phone, radio, and other telecommunications equipment as required
5. Ability to prepare concise and detailed reports;
6. Ability to enforce rules and regulations with firmness and fairness;
7. Ability to evaluate behavior in terms of potential risks to the safety of others;
8. Ability to function as a part of the rehabilitative team.
9. Ability to learn and apply the rules and regulations of the facility;
10. Ability to learn and apply the principles, practices, and techniques of criminal justice;
11. Ability to learn and apply the principles of corrections to include institutional security and discipline;

12. Ability to deal with persons demonstrating anti-social and asocial behavior;
  13. Ability to create and maintain interpersonal relationships with tact, understanding, and professionalism;
  14. Ability to communicate effectively both orally and in writing for a variety of situations;
  15. Ability to apply knowledge, experience and reason to arrive at prompt and effective decisions for both routine and critical situations;
  16. Ability to show sensitivity to the emotions, conditions, and motivations of people with a diversity of sexual, racial, religious, disability and social, cultural, and economic backgrounds;
  17. Ability to read, understand and interpret court documents and other documents related to incarceration;
  18. Ability to establish and maintain effective working relationships with supervisors, co-workers, inmates, and the public and inmates;
  19. Ability to quickly and effectively respond to and participate in situations requiring physical stamina and force;
  20. Ability to obtain and maintain certification in the proficient use of restraining devices;
  21. Ability to obtain and maintain certification in the proficient use of firearms and non-lethal control devices to include the TASER ® X-26, upon qualification as outlined in Public Safety Article of the Annotated Code of Maryland;
  22. Ability to safely operate motor vehicles under all conditions;
  23. Ability to meet selection standards of the Maryland Police and Correctional Training Commission;
  24. Ability to successfully complete the Entry Level Training Program conducted by the Maryland Police and Training Academy.
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#### **REQUIRED EDUCATION AND EXPERIENCE:**

1. Bachelor's Degree in Criminal Justice, Social Sciences, or a related field; OR Associate's Degree and two years experience in Corrections or Public Safety field; OR High School diploma or G.E.D. plus four or more years experience in employee and/or caseload management, Corrections or Public Safety field; AND
2. Completion of the Minimum Standards Course as required by the Maryland Correctional Training Commission within one year of appointment; AND
3. Valid Driver's License with no more than 5 violation points.

#### **PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Work requires occasional strenuous effort. For example:

1. Handling of moderately heavy boxes, moderately heavy tools, equipment, or materials;
2. Walking/climbing or sitting/standing in a fixed position for extended periods of time up to 12 hours;
3. Continuous walking/standing and climbing stairs;
4. Occasionally running short distances;
5. Wearing of a duty belt weighing approximately 5-10lbs;
6. Repeated bending, stooping, and reaching above the head;
7. Push/pull a cart weighing up to 30lbs;
8. Lifting objects weighing up to 50lbs;
9. Lift and drag individuals in emergency situations;
10. Occasionally use physical force to subdue aggressive individuals;
11. Operate firearm, stun device and security equipment by hand.

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., aggressive human behavior, extreme outdoor weather conditions, exposure to bloodborne pathogens and other disease factors at a higher rate than many non-correctional environments, or similar situations where conditions cannot be controlled.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.