SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

MUST APPLY THROUGH NEOGOV AT AGENCY.GOVERNMENTJOBS.COM/SC

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

THE SOUTH CAROLINA DEPARTMENT OF CORRECTIONS IS COMMITTED TO PROVIDING EQUAL OPPORTUNITIES TO ALL APPLICANTS AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX (INCLUDING PREGNANCY), NATIONAL ORIGIN, AGE (40 OR OLDER), DISABILITY OR GENETIC INFORMATION.

OPENING DATE: 07/11/18 CLOSING DATE: UNTIL FILLED

SCDC INTERNAL TITLE: PRGM COORD I SCDC POSITION #: 021133
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: RIDGELAND CORR INSTITUTION, RIDGELAND (JASPER) LEVEL 2

STATE JOB TITLE: PRGM COORD I STATE JOB CLASS: 9999
HRLY RATE: $ 017.70 SCEIS POSITION #: 61020921

MINIMUM AND ADDITIONAL REQUIREMENTS:
A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.
A BACHELOR'S DEGREE AND THREE (3) YEARS PROFESSIONAL EXPERIENCE IN CORRECTIONAL PROGRAMS, SOCIAL SERVICES, REHABILITATIVE SERVICES AND/ OR EDUCATIONAL PROGRAMS; OR AN ASSOCIATE'S DEGREE AND FIVE (5) YEARS PROFESSIONAL EXPERIENCE IN CORRECTIONAL PROGRAMS, SOCIAL SERVICE, REHABILITATIVE SERVICE AND/OR EDUCATIONAL PROGRAMS; OR A HIGH SCHOOL DIPLOMA AND TEN (10) YEARS PROFESSIONAL EXPERIENCE IN CORRECTIONAL PROGRAMS, SOCIAL SERVICE, REHABILITATIVE SERVICE AND/OR EDUCATIONAL PROGRAMS. (THIS IS A TEMPORARY POSITION PAID AT AN ESTABLISHED HOURLY RATE FOR HOURS WORKED. TEMPORARY POSITIONS DO NOT INCLUDE LEAVE, BENEFITS OR GRIEVANCE RIGHTS).

DESCRIPTION OF DUTIES:
COORDINATE DAY TO DAY OPERATIONS OF THE SELF PACED IN CLASS EDUCATION (SPICE) PROGRAM. FUNCTION AS THE LIAISON BETWEEN SCDC AND OTHER COLLABORATING AGENCIES, TECHNICAL COLLEGES, COMMUNITY GROUPS, CHURCHES AND VOLUNTEERS, RECRUIT PROGRAM SPONSORS/MENTORS FROM THE COMMUNITY TO WORK WITH INMATES IN SPICE. ASSIST IN DELIVERY OF EDUCATIONAL, LIFE SKILL, HEALTH AND WELLNESS, SPIRITUAL AND VOCATIONAL SUPPORT SERVICES FOR PROGRAM INMATES AS NEEDED. CONDUCT STUDIES OF PROBLEMS AND NEEDS OF THE SPICE PROGRAM AREA AND MAKE RECOMMENDATIONS TO APPROPRIATE OFFICIALS. REVIEW PROGRAM ELIGIBILITY STATUS OF PROPOSED INMATES AND COORDINATE TRANSFERS OF INMATES WITH APPROPRIATE OFFICIALS. ENSURE PROGRESS REPORTS AND OTHER INFORMATION ARE PREPARED AND SUBMITTED AS NEEDED OR REQUESTED BY APPROPRIATE OFFICIALS.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING
RECRUIT THROUGH NEOGOV

THIS IS AN AT WILL POSITION AND IS EXEMPT FROM THE STATE EMPLOYEES' GRIEVANCE PROCEDURE ACT.