

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/11/18

CLOSING DATE: 07/18/18 (4:30 PM)

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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

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### 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.