

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

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OPENING DATE: 08/09/18

CLOSING DATE: 08/16/18 (4:30 PM)

SCDC INTERNAL TITLE: COMM PRGM SUPV SDC POSITION #: 010346
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: MANNING REENTRY/WORK RELEASE CENTER, COLUMBIA (RICHLAND) LEVEL 1

STATE JOB TITLE: HUMAN SERVICES SPEC II STATE JOB CLASS: GA40
PAY BAND/LEVEL: 04 E
BAND: 04 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 031575 - \$ 040753 SCEIS POSITION #: 61018874

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND RELEVANT PROGRAM EXPERIENCE. A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED PROGRAM EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). ANY FOUR (4) YEAR COMBINATION OF EDUCATION, CORRECTIONAL AND/OR PROGRAM EXPERIENCE.

DESCRIPTION OF DUTIES:

RESPONSIBLE FOR OVERALL CLASSIFICATION SERVICES AT MANNING PRE-RELEASE CENTER. SUPERVISE THE PRE-RELEASE AND WORK PROGRAM CLASSIFICATION STAFF. RECRUIT EMPLOYERS FOR LABOR CREW AND WORK PROGRAM INMATE. PROVIDE LABOR CREW AND WORK PROGRAM TRAINING. COORDINATE AND PARTICIPATE IN INSTITUTIONAL ORIENTATION PROGRAMS. ENSURE THAT INMATES ARE EMPLOYED AND DETAILS ARE ADEQUATELY STAFFED. CONDUCT PERIODIC REVIEWS OF INMATE PROGRESS. GATHER INFORMATION PERTAINING TO THE INMATE'S SOCIAL, CRIMINAL, EDUCATIONAL AND FAMILY HISTORY. CONDUCT ORAL AND/OR WRITTEN RESPONSES TO REQUEST FOR INFORMATION CONCERNING INMATE STATUS AND INPUT INTO AUTOMATED SYSTEM.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING