## SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

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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,
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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: 08/10/18 CLOSING DATE: 08/17/18 (4:30 PM)

SCDC INTERNAL TITLE: INTENSIVE SUPV OFC SCDC POSITION #: 021662

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: ISS PEE DEE REGION, COLUMBIA (FLORENCE)

STATE JOB TITLE: HUMAN SERVICES COORD I STATE JOB CLASS: GA50

PAY BAND/LEVEL: 05 B

BAND: 05 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 034157 - \$ 034157 SCEIS POSITION #: 61061831

## MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND PROFESSIONAL EXPERIENCE IN HUMAN SERVICES OR SOCIAL SERVICES PROGRAMS.

(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE HUMAN RESOURCES). A BACHELOR'S DEGREE AND TWO (2) YEARS OF CASE MANAGEMENT AND CRIMINAL JUSTICE RELATED EXPERIENCE PREFERRED. LAPTOP COMPUTER SKILLS REQUIRED.

## DESCRIPTION OF DUTIES:

SERVE AS CASE MANAGER FOR YOUNG OFFENDERS UNDER INTENSIVE SUPERVISION. DEVELOP/MAINTAIN AN UPDATED CASE MANAGEMENT PLAN FOR EACH OFFENDER. BROKER COMMUNITY RESOURCES/SERVICES, DEVELOP RESOURCES WHERE GAPS EXIST. UTILIZE A WEB-BASED DATABASE TO DOCUMENT SERVICES. UTILIZE GRADUATED RESPONSES TO DETER NON-COMPLIANCE AND INCENTIVES TO PROMOTE POSITIVE BEHAVIOR. DEVELOP A COMMUNITY PLANNING AND REVIEW (PRT) TEAM CONSISTING OF HUMAN SERVICE ORGANIZATIONS, LAW ENFORCEMENT, SERVICE PROVIDERS, ETC. COORD. MONTHLY PRT MEETINGS IN ORDER TO UPDATE EACH OFFENDER'S CASE MANAGEMENT PLAN AND COORD. REFERRALS/SERVICES. WORK IN CONJUNCTION WITH SCDC INSTITUTIONAL STAFF TO DEVELOP A REENTRY PLAN PRIOR TO EACH OFFENDER'S RELEASE. MAKE AT LEAST MONTHLY VISITS TO THE OFFENDER'S ASSIGNED INSTITUTION TO CONSULT WITH OFFENDER AND STAFF WELL IN ADVANCE OF RELEASE. PARTICIPATE IN JOB-RELATED TRAINING AS REQUIRED. PERFORM OTHER DUTIES AS ASSIGNED BY REGIONAL REENTRY COORDINATOR. MUST WORK FLEXIBLE HOURS (NIGHTS, WEEK-ENDS, HOLIDAYS) COMMENTS:

POSITION WILL COVER FLORENCE AREA OF THE PEE DEE REGION OF YOPRS.