

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Officials/Administrators
Revised 04/18/11

ALTERNATIVES TO INCARCERATION WORK ORDER COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Sheriff's Office. The incumbent in this class supervises, plans, and implements the Alternatives to Incarceration (ATI) Program for Oneida County. The coordinator works with other County departments, the judiciary, outside agencies and others to facilitate and coordinate the proper operation of the Program. The Coordinator is responsible for conducting interviews and assessments of the pre-trial population to identify and determine eligibility for ATI services such as drug and alcohol counseling, referral services, eligibility for release and other services. Work may also involve providing direct service to ATI clients, and may include the assigning and monitoring of clients that are ordered to wear electronic monitoring devices, reporting results to the director. General supervision is exercised over a subordinate staff. The Coordinator reports directly to and works under the general supervision of the Director, Sheriff or Undersheriff. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assist the ATI Director in planning and implementing the ATI program;
Provides liaison with all county ATI program and coordination efforts;
Participates and coordinates in fifteen (15) day case reviews and case assignment process;
Facilitates the Program's participation and outreach activities to City Support Centers;
Consults with judiciary, Sheriff/Jail staff and others in the criminal justice system to enhance the efforts of the Program;
Interviews pre-trial clients and develops a profile of personal issues to determine need and eligibility for an ATI option;
Provides full assessment services directly or through referral for pre-trial clients to qualify them for ATI option;
Works with the Public Defender's Office, Pre-Trial Release Services, Private Counsel and Jail staff to gather and provide information to identify referral alternatives;
Maintains a case load of defendants, and provides referral readiness, case management and supportive services;
Develops and provides training for the Public Defender's Office, Pre-Trial Release Services, Jail staff and others regarding identifying the service needs of pre-trial prisoners;
Provides consultation services as requested to ensure prisoner's access to ATI;
Monitors assessment and referral services as needed and intervenes as necessary to assure appropriate and effective services in support of an ATI option.
Develops and maintains effective working relationships with those community based agencies which can provide assessments and necessary services to pre-trial prisoners;
Prepares periodic reports regarding the services provided and provides required information to the ATI Management Information System;
Provides direct supervision over and conducts performance reviews of Program staff;

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TYPICAL WORK ACTIVITIES-Continued

Conducts case reviews and provides case consultations as necessary;

Provides direct service as necessary to ATI clients;

Provides direct supervision over the assigning and monitoring of ATI clients that have been Court ordered to wear electronic monitoring devices.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the criminal justice system and criminal case processing; good knowledge of case management techniques; good knowledge of community based services and alternatives to incarceration programs; good knowledge of existing community based agencies and resources and their capacity to serve individuals within the criminal justice system; good knowledge of case supervision approaches and processes; ability to plan, coordinate and implement programs and operational policies and standards; supervisory ability; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships particularly with government and community based agencies; ability to develop and maintain program quality assurance standards; ability to resolve conflicts; good judgment; tact and negotiation abilities; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Criminal Justice, Social Science, Social Work, Human Services, or Counseling **AND** one (1) year's experience in community programs, maintaining control over special populations*, supervising a team of workers; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma and three (3) years experience working in community programs, maintaining control over special populations*, or supervising a team of workers.

***Special populations** - individuals with recurring problems with the criminal justice system, and/or those in need of community services such as basic assistance, vocational assistance, housing, education, employment, mental retardation and/or developmentally disabled services, and drug and alcohol counseling.

NOTE: Verifiable part-time and/or volunteer experience as defined in (A) above will be pro-rated toward meeting full-time experience requirements.

SPECIAL REQUIREMENTS: Eligible for an appropriate level New York State Driver's License at the time of application. Possession of a valid license at time of appointment. This license must be maintained throughout appointment.

Revised: 04/01/93, 01/16/02, 11/12/02, 11/09/05, 04/18/11