

## PROBATION DEPARTMENT COMMUNITY SERVICE COORDINATOR

**Reports To:** Chief Probation Officer

**Salary Level:** S2, \$14.38 per hour

**Hours per week:** 37.50

The Community Service program under the administration of the Fulton County Probation Department is designed to assist offenders in meeting an obligation to symbolically “repay” society for their actions by working at non-profit community service agencies, tax supported agencies, and local government agencies. The Community Service Coordinator will be responsible for oversight of all court ordered community service hours. The Coordinator will interact with all kinds of criminal offenders in the community, may be exposed to physical danger, biological and chemical hazards as well as emotional stress. The Coordinator must have the ability to stay focused and make sound decisions. The Coordinator must possess problem solving skills and must be able to communicate with a diverse offender population along with building and maintaining strong community relationships.

### Examples of Work Performed:

1. Track and log all court ordered community service hours.
2. Coordinate work schedules with the assigned Probation Officer and with the offender.
3. Builds and maintains strong community relationships for community service projects.
4. Ensure the Agencies and the Community Service Program has a written agreement related to work permitted to be completed by the offenders.
5. Screens and determines which job site would best suit the physical attributes of the offender.
6. Ensure the offender works diligently while on a community service detail.
7. Directly supervises large work details including: trash pickups, sweeping streets, clean up at parks etc..
8. Ensure the offenders are reporting to specific agencies as required and obtain written documentation related to hours completed.
9. Communicates with probation officers regarding progress or lack thereof.
10. Provides probation officers with written documentation/reports related to violations.
11. Prepares reports on the outcome of the community service program.
12. Utilizes equipment such as cell phones, computers, radios, and telephones.
13. Attends staff meetings, staff development programs, professional seminars, conferences and trainings, as required.
14. Interacts with internal departments and outside agencies, physicians, schools, insurance companies, law enforcement, mental health professionals, treatment providers and

judicial agencies, etc.

15. Acts as a community resource contact as needed.
16. Perform minor administrative duties or any duty assigned by the Court.
17. Performs other job related duties as required.

### SUPERVISION RECEIVED

Receives instruction and supervision from the Chief Probation Officer and Department Supervisors: however, must possess the ability to work and make decisions independently.

### WORKING CONDITIONS

1. Works in conditions including extreme variations in heat, cold, noise, fumes, dirt, or other noxious elements.
2. Works with exposure to potentially infectious and dangerous bodily fluids, including urine, blood, and saliva.
3. Works with volatile and potentially hostile aggressive offenders.
4. Works with mentally and developmentally disabled offenders.
5. Works with substance abusing offenders, exposing the Coordinator to potentially infectious drug paraphernalia.
6. Works during the day and at night as needed or directed.
7. While in the office, works with average exposure to noise, but with frequent disruptions and an above average degree of stress.
8. Works indoors with adequate lighting and ventilation with fluctuations in temperature.

### PHYSICAL AND MENTAL REQUIREMENTS

1. Must be able to cope with extreme physical and mental stress of the position.
2. Must be able to react both physically and mentally in the event of a violent disturbance or physical fight.
3. Must be willing to work with offenders who may carry Hepatitis, HIV, Tuberculosis, or other infectious diseases.
4. Must be able to reason out and understand and carry out complex, oral and written instructions.
5. Requires coordinated dexterity of fingers, hands, legs, and torso as necessary to carry out essential work duties.

6. Must be able to occasionally lift/carry objects with maximum weight of 100 pounds.
7. Must be able to push, pull, stand, walk, twist, drive or other numerous activities to carry out essential job functions.

## QUALIFICATIONS

### 1. EDUCATION/TRAINING/WORK EXPERIENCE

Must have at least a high school diploma or equivalent. Prefer an associate's degree in Social Services, Behavioral Sciences or related field or have at least two years' experience directly working with the public or an acceptable combination of education and experience. Must have all child welfare clearances as required by Pennsylvania law. Must have or ability to complete CPR and First Aid trainings. Must also possess and maintain a valid Pennsylvania Driver's license and valid insurance.

## KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. Must possess a valid driver's license and insurance to transport offenders to and from work sites.
2. Must be able to drive and operate various items including: a truck with or without a trailer, lawn mowers, push mowers, rakes, shoves, and brooms.
3. Must possess the ability to teach and mentor offenders in the use of equipment.
4. Must possess organizational skills to schedule and maintain the Community Service Program including: documentation that may be needed at a violation proceeding;
5. Be able to present testimony and prepare documentation and reports required by the Court and Department.
6. Must be able to speak and understand the English language and be able to communicate effectively both orally and in writing. Must also be able to convey information, ideas or instructions in order to carry out the essential functions of the job.
7. Must possess the necessary problem solving skills in order to work effectively with volatile and potentially hostile situations and/or aggressive offenders.
8. Must possess good communication and interpersonal skills necessary to communicate and mediate with persons of diverse cultural backgrounds and educational levels.
9. Must possess the ability to function independently as well as demonstrate flexibility in working effectively with offenders, co-workers, and others.
10. Must possess knowledge of "Universal Precautions for Prevention of Blood borne Pathogens" and other communicable diseases which may be encountered during the course of daily employment duties.
11. Must possess the necessary skills and ability to work effectively with disturbed individuals, individuals with mental health disorders, and/or individuals under the

influence of dangerous drugs and/or alcohol in an authoritative manner.

12. Must possess knowledge of the basic principles and practices of criminal justice system.
13. Must demonstrate the ability to effectively represent the Department and the Court to offenders, victims, service providers, law enforcement agencies and the community.
14. Must possess the necessary skills in managing a diverse group of offenders while completing projects.
15. Must possess the necessary skills in observing, monitoring, and documenting offender behavior.
16. Must possess the appropriate knowledge and ability to utilize cell phones, computers, radios and telephones in accordance with Court and Departmental policy.
17. Must possess knowledge of the local regional law enforcement agencies, public and private community based organizations and social services providers.
18. Must possess knowledge of Fulton County geography and a willingness to travel as needed to perform the necessary functions of the job.
19. Must possess the ability to maintain confidentiality in regard to offender information and records.



I HAVE READ THE ABOVE POSITION DESCRIPTION AND FULLY UNDERSTAND THE REQUIREMENTS SET FORTH THEREIN. I HEREBY ACCEPT THE POSITION OF PROBATION/PAROLE OFFICER I AND AGREE TO ABIDE BY THE REQUIREMENTS AND DUTIES SET FORTH. I WILL PERFORM ALL DUTIES AND RESPONSIBILITIES TO THE BEST OF MY ABILITY.

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Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date