

ELKHART COUNTY GOVERNMENTAL POSITION VACANCY NOTICE

DATE POSTED

February 26, 2010

MANAGER - PROGRAMS & SERVICES

DEPARTMENT:	Community Corrections
HIRING RANGE:	\$1,205.60 - \$1,446.72 Bi-Weekly
BENEFITS:	Full benefits offered
DATE POSITION TO BE FILLED:	As Soon As Possible
HOURS & DAYS OF WORK:	Salary Exempt Position
LOCATION OF POSITION:	Goshen
TRAVEL REQUIREMENTS:	Within county (complete driving page on application)

JOB SUMMARY:

Responsible for program development and implementation within Community Corrections. Manage staffing needs and concerns related to daily operations. Provide Quality Assurance for evidence based programming and statistically track results including recidivism rates and successful completion rates. Proficient with acquiring new community based resources for client referrals

JOB REQUIREMENTS:

- ▶ **Bachelors degree in criminal justice, social work, behavioral science or related field**
- ▶ **Working knowledge of the Indiana Criminal & Correction Code and treatment plans and understanding of other community criminal justice and treatment agencies plus 5 years related experience. Previous management experience preferred**
- ▶ **Valid drivers license, Hepatitis B vaccine eligible, CPR/first aid certifications**
- ▶ **Background check, polygraph and pre-employment drug test required**

APPLICATIONS AVAILABLE:

- **Elkhart County Personnel Office, 117 N. Second Street, Goshen, IN 46526**
- **Elkhart County Courts Building, Commissioners Office, 315 S. Second Street, Elkhart, IN 46516**
- Telephone: **(574) 535-6725** FAX: **(574) 535-6750**
- Web Site: **www.elkhartcountyindiana.com** E-mail: **personnel@elkhartcounty.com**

LAST DAY TO APPLY: Wednesday March 10, 2010, by 3:30 p.m.