

DEPARTMENT: Central Kansas Community Corrections

POSITION TITLE: Community Outreach Officer
(Non Law Enforcement)

REPORTING RELATIONSHIP: Community Corrections Director.
This is a non-supervisory position.

Position notes:

This is a contract position for part-time employment, approximately 16 hours per week. Hours for the CKCC Community Outreach Officer are assigned each week and will vary from day to evening hours, Monday through Friday and occasional weekends. Successful applicant must reside within Barton County. This is a temporary grant position based on funding obtained each fiscal year. (July – June)

Position Summary:

The general hours vary between traditional work hours, 8 AM – 5 PM and non-traditional hours; based on the needs of the population being served.

It will be the function of the Community Outreach Officer act as an assistant to the Intensive Supervision Officers in the supervision of adult felony offenders, assigned by the Court in the Twentieth Judicial District. The COO will work with the offenders to minimize barriers and increase the likelihood of success on Community Corrections. Assistance may be needed in relation to job search activities such as facilitate job class, make referrals to the workforce specialists, provide assistance in completing applications or resumes, as well as transport offenders to appointments, interventions or court-order obligations as well as to engage community partners to promote the success of justice-involved participants. The COO will also assist Community Corrections' staff in adhering to standards such as field visits, employer contacts and drug testing.

CKCC operates using Evidence-Based Principles for Effective Interventions: The COO will utilize the following principles:

Enhance Intrinsic Motivation.

Target Interventions, Risk, Need and Responsivity Principles.

Skill Train with Directed Practice

Increase Positive Reinforcement.

Engage Ongoing Support in Natural Communities.

Measure Relevant Processes / Practices.

Provide Measurement Feedback.

Essential Functions:

1. The Community Outreach Officer must have a valid driver's license and pass a criminal background check. Must be comfortable with providing transporting adult felony offenders who are NOT in custody to appointments or
2. The Community Outreach Officer must have good verbal communication and listening skills. Through these communication skills, must be able to model prosocial behavior, provide constructive / positive feedback, assist the agency with reinforcing cognitive skills and defuse potential problem situations.
3. The Community Outreach Officer must have sound counseling and problem solving skills. They must be able to exercise communication skills by listening and providing relevant feedback to the offender and report any progress / concerns to the referring Intensive Supervision Officer.
4. In certain situations the Community Outreach Officer must have the ability to operate mobile radio and telephone equipment.
5. The Community Outreach Officer must be able use Microsoft Word to write clear and concise reports, chronological records and referrals.
6. The Community Outreach Officer must be able to perform field visits. They should have the ability to drive a department vehicle and follow the department's policies in performing field visits and adhere to the Barton County requirements in such operations.
7. The Community Outreach Officer must have a good working relationship with the all departments in the criminal justice and social service system (i.e. law enforcement offices, court services, prosecuting attorney, detention facilities, behavioral health and mental health departments, etc.)
8. The Community Outreach Officer must be able to document interactions, promptly report any violations to the supervising ISO.
9. The Community Outreach Officer will make themselves aware of and agree to follow all the policies and procedures of Central Kansas Community Corrections and Barton County.
10. The Community Outreach Officer must establish a good working relationship with treatment, employers and other resource providers. This may be done via telephone and personal contacts.

Position Requirements:

Applicant must be 21 years of age or older and provide a clean KBI Criminal and Child Abuse

Registry Check, and drug screen test. The experienced candidate should have working knowledge of various computer applications. The successful applicant will have good written and verbal communication skills. This position requires the successful applicant to have a valid Kansas Driver's license with no excessive ticket history.

This position requires that the successful applicant have:

- 1) the ability to express him/herself, clearly and concisely, both in verbal and written form;
- 2) the ability to listen effectively and comprehend what others are saying;
- 3) the ability to defuse and control potential problem situations with the offenders;
- 4) the ability to make independent decisions in accordance with established policies and procedures;
- 5) the ability to perform mathematical calculations accurately;
- 6) the ability to operate a computer;
- 7) the ability to maintain complex records, files, and reports.

Working Conditions:

Central Kansas Community Corrections provides use of agency automobiles for transports, field and home-visits. When doing field and home-visits the Community Outreach Officer will be exposed to all types of environmental conditions including those not handicap accessible.

The focus of the Community Outreach Officer is to become an assistant to the Intensive Supervision Officer in delivering resources that will lower risk in the offender population served by Central Kansas Community Corrections.

REVISED AUGUST 2017