



Intensive Supervision Officer II

Employer

Cowley County
311 E 9th
Winfield, KS 67156

JOB TITLE: Intensive Supervision Officer II
DEPARTMENT: Community Based Services
REPORTS TO: Director
STARTING PAY: \$22.29/hr
STATUS: Full-Time

Position Summary:

Responsible for the management of supervision officers and clients assigned to Community Corrections from the District Court. Tasks include staffing cases with officers, counseling clients, investigating violations, and making intervention referrals. Providing quality assurance, auditing, and coaching officers to improve their skills and client outcomes is essential.

Essential Duties and Responsibilities:

- Assess officer's supervision and communication skills to train and coach staff for continuous improvement in evidence-based techniques.
- Assist staff in making case management decisions and court recommendations to improve client behavior and reduce recidivism.
- Review ISO's reports, case files, and other records for clarity, completeness, accuracy, and interventions.
- Organize agency and staff activities to ensure efficiency and effectiveness in meeting agency goals.
- Assume managerial tasks as assigned in the absence of the Director.
- Promote and provide safe and respectful supervision techniques and work environment for staff.
- Investigate and respond to grievances filed by the clients or general public.

- Prepare and review all program elements, rules and expectations with clients.
- Conduct case management for individuals as assigned by the court to ensure public safety and compliance of conditions.
- Create supervision plans with clients to target interventions based on risk level and needs, to include client's own reason for change and to engage them in their own treatment to then be reviewed and updated on a regular basis.
- Demonstrate, practice and apply pro-social behaviors with clients and staff. Emphasize, affirm and reward compliant behavior while also holding clients accountable for non-compliant behavior and imposing graduated sanctions as needed based on the agency sanctions grid.
- Conduct periodic home and employment visits; to engage the clients in their natural communities to connect clients to pro-social family, friends and their community in general.
- Complete all paperwork and documentation of client information on the computer system (Athena) as well as the case file within agency standards. Collect data as necessary to measure processes, practices and outcomes.
- Complete all paperwork necessary for court updates and probation violations, appear and testify if needed in court proceedings.
- Maintain open lines of communication and working relationships with law enforcement, community resources, social service agencies, attorneys and all others that may assist clients.
- Monitor alcohol and drug testing and complete necessary documentation and record keeping of test results.
- Adhere to all agency policies and procedures and all standards as outlined by Cowley County and the Kansas Department of Corrections.
- Participate in no less than 40 hours of training every twelve months.

Marginal duties and Responsibilities:

- Facilitate Cognitive based groups or classes as necessary and trained to provide
- Provide Evidence Based Program fidelity reviews.
- Other related duties as deemed necessary or as required

Position Requirements:

Experience: Three years of experience in probation, parole, social casework or counseling or related work at-risk individuals, law enforcement, corrections, case management or equivalent field; combination of training and experience which provides the required knowledge, skills, and abilities.

Education: Bachelor's degree from an accredited college or university in Criminal Justice, Psychology, Sociology or other social sciences related field.

Skills:

- Experience with working within the criminal justice field, have an understanding of the offender population and Evidence Based Practices, Strategies and Interventions.
- Have good communication skills and be familiar with Effective Practices in Community Supervision.
- Ability to emphasize, affirm and reward compliant behavior, but also enforce sanctions when needed and exhibit the appropriate level of firmness in dealing with all clients.
- Dependable, detail oriented, good oral and written skills and computer literate.
- Good judgment and decision-making skills are important due to the nature of clientele.
- Ability to obtain necessary certifications and training from the Kansas Department of Corrections for required systems and programs.

Accountability:

- Ability to engage clients and establish a rapport with them in order to facilitate pro-social, law-abiding choices made by the clients resulting in successful completion of the program(s).
- Problem solving and decision making are factors in this position. Must have the ability to weigh information and support decisions by fact, document and testify in court.

Supervision:

- Position directly supervises adult Intensive Supervision Officer I staff.
- Assignments received from the Community-Based Services Director.

Working Conditions: The majority of work is in an office setting. Some fieldwork, which entails going to client's employment or homes, possibly searching residences with assistance of law enforcement. Being exposed to bodily fluids. Attendance at court hearings and if required, testifying in court. Performs work safely in accordance with County safety program and departmental safety procedures.

Physical Requirements: Ability to operate a motor vehicle and computer equipment is mandatory. Minimal lifting of office supplies, files, and equipment is also necessary.

Application Process:

Cowley County Human Resources Department 311 East 9th Ave, Winfield, KS 67156 Or email: adminoffice@cowleycountyks.gov

Or visit: <https://www.indeed.com/job/intensive-supervision-officer-ii-6864e722647a3718>

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