



## Community Supervision Officer II

### Employer

Cowley County  
311 E 9<sup>th</sup>  
Winfield, KS 67156

**DATE:** June 11, 2024

**JOB TITLE:** Community Supervision Officer II

**DEPARTMENT:** Community-Based Services

**REPORTS TO:** Community-Based Services Director

**SALARY GRADE:** F

**FLSA STATUS:** Non-Exempt

### **Position Summary:**

Responsible for the direct supervision of Youth Services assignments to supervision staff from the District Court. Tasks include staffing cases with officers, counseling clients, investigating violations, and making intervention referrals. Provide quality assurance, auditing, and coaching officers to improve their skills and client outcomes is essential.

### **Essential duties and responsibilities:**

- Assess staff'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 staff'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 a safe and respectful supervision techniques and work environment for staff.
- Investigate and respond to grievances filed by the youth, their families 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 youth to target interventions based on risk level and needs, to include youth'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 youth 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 youths in their natural communities to connect youths 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
- Other related duties as deemed necessary or as required



## **Position Requirements:**

### **Experience:**

- Three years of experience in working with at-risk youth, law enforcement, corrections, case management or equivalent field.

### **Education:**

- Bachelor's degree 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.
- 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.

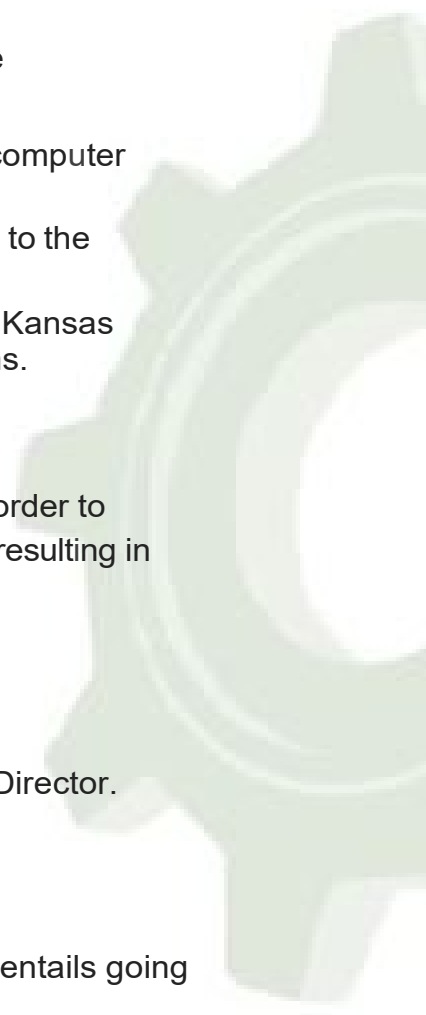
### **Accountability:**

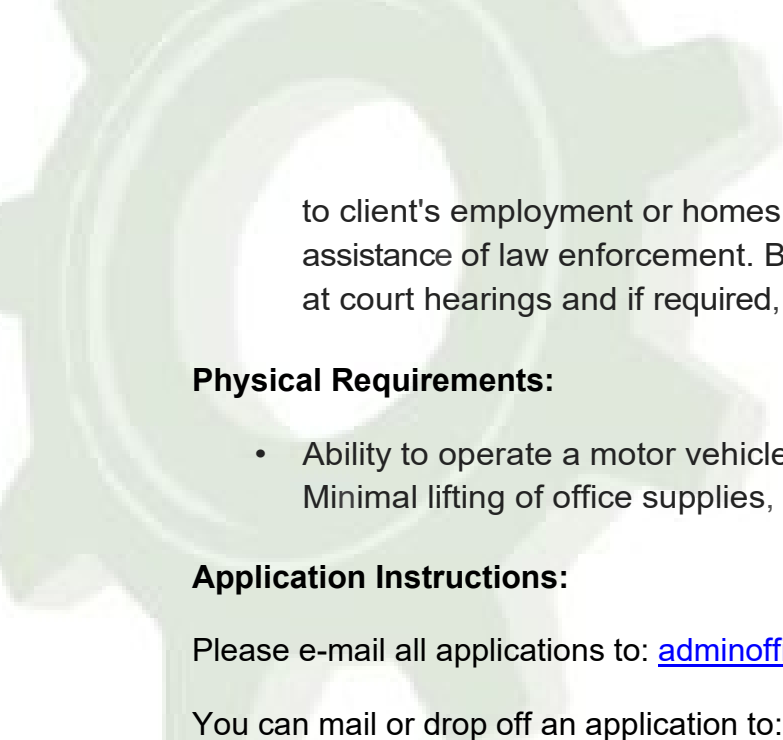
- Ability to engage clients and establish a rapport with them in order to facilitate pro-social, law-abiding choices made by the clients resulting in successful completion of the program(s).

### **Supervision:**

- Position directly supervises youth services line staff.
- Assignments received from the Community-Based Services Director.

### **Working Conditions:**

- Majority of work is in an office setting. Some fieldwork, which entails going
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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.

**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 Instructions:**

Please e-mail all applications to: [adminoffice@cowleycountyks.gov](mailto:adminoffice@cowleycountyks.gov)

You can mail or drop off an application to:  
Administrative Services Manager  
Mary Read  
311 E. 9<sup>th</sup> Winfield  
Kansas 67156.

Cowley County is an equal opportunity employer.

