



CLASS SPECIFICATION

Class Title: Employment Program Coordinator
Department: Sheriff
FLSA: Non-Exempt

Class Code: 6685
Grade: 16
Eff. Date: 01/01/2022
Revised: 11/29/2021

GENERAL PURPOSE

Under general guidance and direction from an administrative officer, performs employment, education and social counseling to inmates housed in the Davis County Jail.

EXAMPLE OF DUTIES

Performs tasks in developing and evaluating information relative to inmates' release and transition into the community.

Teaches job skills classes, resume writing, interviewing, Moral Reconciliation Therapy (MRT) for Utah State Prison inmates, and other legally required classes for contracted inmates.

Works closely with local employers to create job opportunities for released inmates. Uses labor market information in assisting inmates find gainful employment. Provides inmates information regarding felon friendly employers and assists in completing applications and obtaining any necessary documentation for employment.

Counsels inmates on matters such as personal finances and budgeting, employment, marital situations, goal setting, education, and other social factors. Facilitates self-improvement and therapy groups for inmates. Conducts pre-release planning with inmates regarding housing, food, and clothing. Provides lists of community resources including rehabilitation clinics, DBH, DWS, AA/NA meetings and community mental health resources. Provides referrals or facilitates transition where able.

Maintains reports such as monthly case notes, incident reports, time intervention sheets, behavior data or summary sheets. Establishes program performance goals; prepares and presents monthly progress reports for administration and makes recommendations for improved services.

Provides to inmates any necessary forms (Medicaid, birth, divorce, and custody certificates, Social Security Card, State Identification, etc.) needed to obtain resources upon release. Answers all inmate requests/grievances regarding programs. Provides information regarding inmate marriages and works through approval process with inmate and other appropriate persons. Facilitates the marriage if approved following safety and security protocols.

Attends RSAT court and tracks all RSAT participants. Monitors progress through the program and provides reports to the court and involved parties. Makes recommendations to the RSAT team.

Manages all program providers and volunteers working in the Davis County Jail. Maintains files on each provider and ensures appropriate identification cards are obtained and utilized. Ensures all appropriate forms (cell phone policy, no hostage agreement, etc.) are signed.

Conducts security orientation for new providers and annual training to all providers. Maintains open communication with all providers and volunteers ensuring that the needs of both the instructors and

inmates are being met, and that all lesson plans and class materials are appropriate.

Schedules and organizes all classes being taught to inmates in the Davis County Jail. Maintains accurate class lists, class size, room assignments, and times and ensures this information is readily available to jail security staff. Ensures all reporting requirements to relevant entities (i.e., Sheriff, USP, USM, FBOP, CCJJ) are met.

Researches and assists in preparing grants applicable to re-entry programs and jail programming. Manages and facilitates the federal inmate tablet program. Acts as the liaison with the Federal Defenders Office. Coordinates acceptance and return of tablets and ensures that tablets coming into the facility comply with established guidelines.

Reviews and approves inmate religious meal and item requests. Ensures that meals and items meet established policies and are in compliance with federal law. Provides reports of all veterans incarcerated in the facility to the Office of Veterans Affairs. Approves use of the law library for pro se inmates and ensures all materials needed are made available. Communicates with the appropriate court and prosecutor to ensure compliance with legal requirements.

Assists Classification deputies in completing inmate disciplinary hearings and making determinations regarding appropriate sanctions, when necessary.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Graduation from an accredited college or university with a bachelor's degree in psychology, sociology, social work, education, or a closely related field, plus two (2) years of social, educational/vocational or employment counseling experience.

Preference given for experience teaching secondary or adult education.

2. Special Qualifications:

Must pass the Davis County Sheriff's Office background investigation.

Employees driving a personal or a county vehicle for job related travel must possess a valid driver license, must operate a motor vehicle in a safe manner and maintain the minimum vehicle liability insurance as specified in the Utah Code. New employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: counseling techniques; use of assessment instruments; computer-aided instruction; labor market; community services and programs; jail security policies, procedures, and practices; county and departmental practices, policies, and



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procedures.

Skill in: using all applicable computer hardware and software.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to ensure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: assess education and employment needs of inmates; facilitate therapy groups; interact effectively with inmates; communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, other employees, and the general public.

WORKING CONDITIONS

This position works with and around inmates. Employees must use sensory perceptions of seeing, hearing, and smelling to be alert and aware of their surroundings at all times. Employees must be able to detect and discern emergency and/or threatening situations in the jail facility.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.***

Approval Information

Date:	11/29/2021
Department Approval:	Arnold Butcher
HR Generalist Approval:	Nathalia Cornell
Classification Approval:	Marina Brito