

PROGRAMS FACILITATOR
Albemarle Charlottesville Regional Jail

SALARY: Hiring salary starts at \$47,509 to \$49,885(if you are a certified officer-proof of certification is required)

This position is employed by the Albemarle Charlottesville Regional Jail

GENERAL DESCRIPTION OF CLASS

The purpose of this class is to develop and facilitate programming with the goal of providing a safe and effective transition of offenders from incarceration to the community. Providing a set instruction period of evidence based curriculum through collaborative community and nationwide research and data results. This class works within a broad outline of organizational guidelines and does independent planning and implementation, reporting progress of instruction and activities to the Deputy Superintendent.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Responsible for attending available training to keep current on trends and research for Reentry/General Population programming and maintains program certifications.

Facilitates programming for Reentry classes within the jail

Procures program participants based on risk assessment as is evidence based.

Organizes, prepares and maintains lesson plans for each facilitated class.

Maintains files on each offender.

Maintains class rosters and displays current rosters for review by appropriate personnel.

Updates statistical information on class participation and attendance.

Uses evidence based research to advocate program activities and program effectiveness.

Completes Reentry class orientations and distributes class materials.

Participates and contributes to classification review of inmate non-compliance and program entry and/or removal.

Performs general administrative and clerical work as requested. Including but not limited to entering and retrieving computer data, preparing documents, copying and filling documents, scheduling, and inmate correspondence.

EQUAL EMPLOYMENT OPPORTUNITY

The Albemarle Charlottesville Regional Jail does not discriminate on the basis of race, creed, gender, national origin, age, military service or disability. Reasonable accommodations will be provided for persons with disabilities if requested.

Maintains security concerning the privacy of each offender's personal data and information.
Maintains positive rapport with the inmate population, visitors, court personnel, law enforcement and others contacted in the course of work.

INVOLVEMENT WITH DATA, PEOPLE, AND THINGS

DATA INVOLVEMENT:

Requires gathering, organizing, analyzing, examining, recording, and/or evaluating data or information and may prescribe action based on such data or information.

PEOPLE INVOLVEMENT:

Requires giving guidance and assistance by leading others to successfully complete tasks while promoting harmony and efficiency. Requires productive relations with volunteer class facilitators and inmate class participants.

INVOLVEMENT WITH THINGS:

Requires handling or using machines, tool or equipment requiring brief instruction or experience, such as computers for data entry, fax machines, copiers, telephones or similar equipment. Also uses radio to communicate within facility as needed.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires the ability to solve both people and work related problems by following set rules and procedures; and by utilizing previous experience and training as relates to motivational interviewing, de-escalation techniques, and/or conflict resolution.

MATHEMATICAL REQUIREMENTS:

Requires using basic algebra, as well as calculating rations, rates and percentages.

LANGUAGE REQUIREMENTS:

Requires the ability to analyze routine and specialized reports as well as forms and business letters. Should also be able to vocalize both formally and informally to groups of staff, volunteers and corresponding agencies; and have the ability to effectively communicate in written correspondence.

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MENTAL REQUIREMENTS:

Requires completing professional-level work involving an understanding of general policies and procedures and their application to problems not previously encountered; requires normal attention with short periods of concentration for accurate results and the exposure to high pressure situations.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid state driver's license.

Certified in the following evidence based curriculums or certified within six months -Thinking For A Change (T4C), Moral Reconation Therapy (MRT), Anger Management, Parenting and Substance Abuse Education.

Additional training in the following related areas would be highly appropriate and preferred but not required: effective communication/motivational interviewing, de-escalation techniques, CPR/First Aid, mental health first aid, crisis intervention, trauma-informed care.

EDUCATION:

Graduation from an accredited college or university preferred but not required. Coursework in criminal justice or social science related field preferred but not required. Three to five-years related work experience may serve in lieu of education.

EXPERIENCE REQUIREMENTS:

Requires three to five years of corrections experience in the delivery of criminal justice programs or related service delivery programs.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS**PHYSICAL AND DEXTERITY REQUIREMENTS:**

Requires light work that involves walking or standing much of the time and involves exerting up to 20 pounds of force on a recurring basis. Adeptness and skill in the use of fingers, hands or limbs on repetitive operation of mechanical or electronic office machines and tools.

ENVIRONMENTAL HAZARDS:***EQUAL EMPLOYMENT OPPORTUNITY***

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The job may risk exposure to disease/pathogens and violence.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities, color perception.

JUDGEMENTS AND DECISIONS

Responsible for guiding others requiring frequent decisions that affect self, co-workers and others who depend on the service or product; works in a somewhat fluid environment with rules and procedures but with many variations from the routine.

ADA COMPLIANCE

Albemarle / Charlottesville Regional Jail is an Equal Opportunity Employer. ADA requires ACRJ to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

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DEADLINE FOR APPLICATIONS: Until filled

APPLY: Albemarle-Charlottesville Regional Jail
160 Peregrine Lane, Charlottesville, VA 22902,
(434) 977-6981

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