

LORAIN/MEDINA COMMUNITY BASED CORRECTIONAL FACILITY

Job Description

Intake Specialist

Reporting relationship: Position reports to Program Director

Work schedule: 8:45 a.m.- 5:00 p.m., Monday-Friday. Varying work hours including weekends, may be required.

Date established: August-97

Date revised: 9/98, 4/16

Salaried Position.

Summary of Duties & Responsibilities:

Overview-

The Intake Specialist is responsible for the evaluation of all eligible offenders sentenced to state incarceration by Common Pleas Courts for placement in to the center in accordance with Ohio Revised Code Section 2929.51. This position acts in a liaison capacity with the Court's judges and probation/parole departments in regards to screening and placement procedures and provides information on resident progress while in the Program. Resident intake at the facility is also an oversight function of the Intake Specialist. Screening/intake staff activities are directed by this position. The Intake Specialist reports to the Program Director.

Duties & responsibilities (illustrative examples)-

I. Duties-

1. Responsible for managing the screening and admission of prospective clients.
2. Administers a Screening Program by which potential residents are evaluated and recommendations are made to the Program Director and Executive Director, and then when appropriate, to the Court of Placement and Probation or Parole Officer.
3. Evaluates and interprets all referrals, investigations, interviews, and recommendations for accepting or rejecting prospective residents based on the Admission Criteria of the Ohio Department of Rehabilitation & Corrections.
4. Makes recommendations to staff in the development of treatment plans.
5. Directs, trains, and evaluates staff involved in processing prospective residents; plans, develops, and implements policies and procedures for same; plans, coordinates, and monitors the transporting of offenders to the facility.
6. Provides public relations via speaking engagements, presentations to Judges, Probation Officers, Police authorities, and other agencies.
7. Assists the development of statistical forms and reporting systems to provide information to Judges, the State of Ohio Department of Rehabilitation and Correction, and for public presentations. Facilitates the system of keeping statistics and case files for all incoming and outgoing residents in order to monitor and track residents.

8. Reviews the monthly statistical reports submitted to the Executive Director, Probation's Chief Probation Officer, and Judges generated by screening activities.
9. Coordinates in-service training for Center staff regarding the operation of the Court system.
10. Attends weekly meetings with the Program Director regarding recent referrals and status of intake list and upcoming discharge dates for current residents.
11. Analyzes, reviews, and revises screening manual as needed.
12. Performs any other related duties as assigned.
13. Completes a minimum of forty (40) hours of in-service training per year. Participates in seminars and continuing education programs when appropriate and feasible.
14. Facilitates programming classes as determined on facility schedule.
15. Coordinate and monitor the orientation process for all residents that enter the facility which includes: Facilitating orientation classes, and coordinating Pre-Tests and Post-Tests for residents during the orientation process.
16. Enforces rules, policies and procedures of the program. May be required to perform patdowns or strip searches of residents upon admission or return from outside passes. May assist with transportation when needed.

Note- This job description shall in no way be construed as a limitation of the authority of supervising personnel to assign tasks which are not listed in the job duties section to employees under their direct or indirect supervision.

Minimum requirements-

Education	Bachelor/post graduate degree in behavioral sciences, criminal justice, government, law, public administration or a related field.
Experience	Three (3) years of related work including experience in management, correctional supervision, protective services, rehabilitation counseling, court operations, or related field.
Skills	<p>Knowledge of screening evaluation, research, and orientation techniques.</p> <p>Knowledge of human public relations.</p> <p>Ability to perform a fiduciary responsibility.</p> <p>Ability to handle sensitive face-to-face contacts.</p> <p>Ability to develop and maintain effective working relationships with all Court staff, Center staff, and residents.</p> <p>Ability to prepare reports, perform research projects, and maintain records.</p> <p>Skilled in written and oral communication.</p> <p>Knowledge of related provisions of the Ohio Revised Code.</p> <p>Knowledge of basic medical services and psychological assessments.</p>

Note- Employee is required to obtain and maintain ORAS certification.

Employee is required to maintain current First Aid and CPR certification. Failure to do so may result in disciplinary action being taken up to, and including, termination.

Automobile, automobile liability insurance, and an acceptable driving record is required. Valid Ohio operator's permit required.