

HIDALGO COUNTY SHERIFF'S OFFICE

Job Title: Inmate Intervention Specialist FLSA Status: Non-Exempt

Department *280-015-0012* Civil Service Status: Non-Exempt

SUMMARY

The Hidalgo County Sheriff's Inmate Intervention Specialist is responsible for planning, coordinating and overseeing the daily activities of programs and services for inmates housed in the Hidalgo County Adult Detention Center; oversee outsourced professional staff; recruiting, interviewing, selecting and monitoring volunteers; assisting with preparation of unit budget; preparing and submitting reports; and performing related duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans and coordinates the daily activities of inmate programs and services at the jail;
- Oversees, trains and evaluates Instructors;
- Recruits, interviews, selects volunteers to provide services to inmates and monitors the work activities performed by volunteers assigned to the jail;
- Troubleshoots and resolves problems associated with inmate programs and services;
- Compiles work unit cost estimates to attain financial and material support from outside agencies for inmate programs and services;
- Issues supplies and ensures accountability of issued supplies;
- Maintains daily, weekly and monthly performance and inmate attendance records;
- Develops, implements and revises the curriculum of GED and continuing education classes;
- Prepares lesson plans;
- Plans and coordinates the daily activities of programs for inmates in the Jail;
- Coordinates with community agencies to provide educational classes, supplies and special activities to program participants;
- Establishes potential human services referral sources and program resources by networking with community organizations and other government agencies;
- Counsels program participants and provides referrals to human services agencies for assistance;
- Compiles and prepares annual statistical reports;
- Draft supporting policies, procedures and guidelines related to activities and programs implemented at the Jail;
- Obtain and provide resource information in health, social services, short-term individual counseling, community resource planning, crisis intervention, education and other referral resources for inmates;
- Conduct private interviews in evaluating inmates needs;

- Perform other related duties and assignments as needed;
- Adhere to all Hidalgo County Sheriff's Office policies;
- Coordinate and assist with Clergy and Religious activities;

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities;

- Graduation from an accredited college or university with a Bachelor's degree.
- Excellent written and oral communication skills.
- Good communication and interpersonal skills.
- Ability to manage multiple projects.
- Bilingual is preferred.
- Willingness to travel and work evenings and weekends when needed.

EDUCATION and/or EXPERIENCE

- Graduation from an accredited college or university with a minimum of a Bachelor's degree.

CERTIFICATES, LICENSES, REGISTRATIONS

- Employee must have a current valid Texas Motor Vehicle Operator's License;
- Must be able to be insured by the County's Insurance carrier;

OTHER SKILLS AND ABILITIES

- Good knowledge of basic adult education curriculum;
- Skills in administering inmate programs and services;
- Skills in understanding and applying jail standards;
- Ability to troubleshoot programmatic problems and correct deficiencies;
- Ability to establish and maintain effective working relationships with the public, co-workers, volunteers, inmates, inmate family members, County employees and officials;
- Knowledge of laws, departmental policies, rules, regulations, instructions and correctional literature regarding the custody of persons;
- Ability to understand and follow instructions;
- Ability to write clear and concise reports and to maintain complete records as required;
- Ability to solve basic mathematic problems involving addition, subtraction, multiplication and division;
- Ability to use decimals and percentages in solving such problems;
- Ability to speak and write in the English language;
- Ability to read and interpret documents such as safety rules handbooks, operating and safety instructions guidebooks and procedure manuals;
- Ability to write routine reports and correspondence;
- Ability to speak effectively before groups of employees, the general public and organizations;
- Ability to speak and write in Spanish preferred;

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists;
- Ability to interpret a variety of instructions furnished in written, oral diagram or schedule forms;
- Employee may be assigned other duties in addition to those listed; duties may change according to the changing needs of the HCSO;

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to stand, walk, talk and hear. The employee is required to sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb or balance, stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move over twenty five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus;

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment ranges from moderate to loud. It is dependant on the activities and demeanor of the inmates;

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following;

- sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- handling financial affairs effectively and honestly
- maintaining confidentiality
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others