



## PROGRAM SERVICES COORDINATOR

<b>JOB CODE: 30090</b>	<b>PAY GRADE: 10</b>	<b>PAY RANGE: \$36,282 - \$58,052</b>
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### GENERAL DESCRIPTION

Under the general supervision of the Program Services Supervisor, performs work of a responsible and professional nature related to research, development, implementation, and monitoring of a variety of programs relative to inmate program needs. The incumbent exercises mature judgment in the selection of programs most appropriate to the needs and eligibility of inmates within the criminal justice system. Incumbent may be assigned operational responsibilities of a specific program or responsibilities common to several programs. Work is reviewed through observation and results obtained.

**SUPERVISES OTHERS:** No

### ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- Develops and researches ideas for new programs; develops goals, objectives, and operating procedures for specified new programs;
- Develops and maintains working relationships with directors and supervisors of community based county and state agencies and other pertinent members of the business community/agencies relative to inmate program needs;
- Attends meetings of pertinent agencies/groups when requested by the Program Services Supervisor;
- Coordinates inmate G.E.D. enrollment with Pinellas County School Board staff;
- Obtain certification of G.E.D. Testing Administrator, administer G.E.D. exams, and schedule G.E.D. testing throughout the jail facility;
- Schedules program events in JIMS and add inmates to the roster for groups, including mandatory PREA attendance; update program schedules for all Divisions monthly and forward to Division Commanders;
- Responds to inmate requests for program participation and wait list status;
- Works closely with the Social Workers in providing assistance when needed;
- Implements and monitors program operating procedures established for existing programs; develops a working knowledge of eligibility criteria, procedures, rules and regulations relative to such programs;
- Provides monthly reports to the Program Services Supervisor on the status of programs and individual participants through Excel databases and JIMS Crystal reports;

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- Responds to program inquiries and concerns from the public, professional groups, staff or from inmates, either orally or in writing;
- Works on special assignments, at the direction of the Program Services Supervisor, in a variety of areas relative to inmate programs;
- Participates in Sheriff's Office recruitment and community relations activities as directed.

This position may be considered essential and, in the event of an emergency or natural disaster, may be required to work.

This list is not intended to be all-inclusive and you may not be responsible for every item listed. The employer reserves the right to assign additional functions and responsibilities as necessary.

## **QUALIFICATIONS**

- Graduation from an accredited college or university with an Associate's Degree in social work, psychology, counseling, or related field
- Two (2) years' related experience
- Or equivalent combination of education and experience
- An accuracy score of 80% on data entry
- Typing speed of 25 wpm
- Must possess a valid Florida driver's license

## **KNOWLEDGE, SKILLS, AND ABILITIES**

- Develops a working knowledge of all aspects of program services so as to effectively assist the department in the absence of the Program Services Supervisor
- Knowledge of the criminal justice system, including terminology, processes, and procedures
- Knowledge of community resources, employment programs, social service agencies or groups relative to inmate program needs is preferred
- Knowledge of operational procedures and practices concerning security of inmates
- Ability to develop, coordinate, and monitor a variety of programs for inmates
- Ability to develop program goals and objectives
- Ability to express self in a clear and precise manner, both orally and in writing
- Ability to visit all program areas of the jail complex, plus off-site meeting locations, as needed
- Knowledge of various database and research software required to perform the efficiently perform the essential functions and job duties



- Skill in problem solving and decision-making
- Skill in accurate statistical and programmatic report preparation
- Ability to exercise sound judgment and to work independently with little or no direct supervision
- Ability to work closely and effectively communicate with inmates, inmate families, correctional staff, employers, the public and professional agencies as necessary to assist inmates in successful program participation
- Ability to market and disseminate information on program requirements and availability to a variety of individuals and groups
- Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace

## **PHYSICAL ABILITIES**

The physical abilities listed below are estimates of time spent during a typical work day to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 4 hours per day
- Stand up to 2 hours per day
- Walk up to 2 hours per day
- Frequently lift up to 10 lbs.
- Lift up to 50 lbs.
- Frequently squat
- Occasionally bend, climb, reach, kneel, or twist