

**WORK REPORT PROGRAM COORDINATOR**  
Pulaski County

**Department:** Work Report Program

**Reports to:** Director of Office of Drug Prevention and Recovery

**Supervision Exercised:** Hires, trains, evaluates and supervises part-time staff. Evaluates program effectiveness and establishes future goals.

**Supervision Received:** Work is performed with minimal instruction and supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employees will be evaluated annually thereafter.

**Classification (FLSA):** Exempt, Full-Time

**Essential Employee:** Yes, please see Pulaski County Personnel Policy

**Work Hours:** Monday thru Friday, 8:00 a.m. until 5:00 p.m. Some evening and weekend work required.

**ESSENTIAL FUNCTIONS:** Provides human support work in the care and direct supervision, counseling and rehabilitative services for Circuit Court non-violent offenders and their families. Ensures compliance with the rules outlined through the court system and reports any problems and/or progress. Position supervises Work Report Assistants and works under the general supervision of the Director of Office of Drug Prevention and Recovery.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions. Employee must successfully pass a drug test and background check. Possession of a valid appropriate driver license issued by the Commonwealth of Virginia for the purpose of operating a passenger vehicle or light truck is required.

**RESPONSIBILITIES:**

- Maintains a caseload of court-appointed, non-violent offenders ensuring compliance with court-ordered conditions.
- Initiates referrals to service providers and community resources to address the needs of the clients and their families.
- Completes community service placement, education and life skill assistance.
- Supervisors community service work of individuals working on assigned projects when needed.
- Oversees weekly life skills class held at the Courthouse for court-ordered offenders.

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- Performs Drug Screening/Testing as required by the court system where applicable.
- Oversees scheduling of substance abuse counseling.
- Prepares progress evaluations and recommendation reports and provides court testimony for program violations, as needed.
- Conducts home visits and (4th Amendment Waiver) searches on individuals in the program.
- Compiles and maintains court documentation and reports, VCINS (criminal history) information and violation letters.
- Maintains on-going records of Community Service hours, Jail Days Saved, and financial reports for each offender.
- Maintains good working relationship with the Court staff; the Commonwealth Attorney's Office; defense attorneys, the Clerk's Office, other County officials and local law and state enforcement personnel.
- Reviews and approves expenditures for the department. May provide research to prepare program budgeting recommendations.
- Compiles and presents financial reports and data for the County Administrator and Board of Supervisors.
- Maintains case records, equipment, inventories and compiles statistical data;
- Reviews documents from New River Regional Jail regarding cost/charges to Pulaski County.
- Hires, trains, evaluates and supervises staff.
- Provides training for staff assigned to the program, as needed.
- Attends continuing education and training events.
- Responsible for appropriate use and maintenance of County equipment, tools, and other resources, including work time.
- Performs additional duties to support operational requirements as apparent or assigned.

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

- Considerable knowledge of the Commonwealth and local criminal justice system. Working knowledge of case management, counseling services and crisis intervention techniques.
- Advanced communication skills with ability to make referrals for assistance following assessments and to interpret and explain policies and procedures effectively.
- Ability to speak effectively before groups.
- Requires limited direction decision making and independence. Normally performs the duty assignments with substantial discretion and within broad parameters defined by general organizational requirements and accepted practices. Overall results determine job performance.
- Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgement and decision-making abilities appropriate to the assigned and apparent job responsibilities.
- Ability to develop and maintain an effective program budget.
- Irregular work schedule; may require evening and weekend hours and/or an emergency response.
- Independently balances multiple complex tasks.
- Works closely with others as part of a team.

**ADA REQUIREMENTS:** Ability to move 30 pounds on a continuous basis and 50 pounds occasionally, able to perform typical tasks under varying climatic conditions and terrain for extended periods of time, dexterity required to operate keypads, push buttons and switches and related equipment and communicate information with others, both verbally and in written form.

**EDUCATION AND EXPERIENCE:**

- High school diploma or General Education Degree (GED) required. Coursework or training in criminal justice, sociology, psychology, behavioral science, or a related field preferred.
- Prefer some (one to three years) related experience and/or training related to court system programs and management.
- An equivalent combination of education and experience may be considered in lieu of the specific requirements listed above.

**CERTIFICATIONS AND LICENSES:**

- Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia or the ability to obtain one upon employment start date. Acceptable driving record required.
- Successful completion of a criminal background check and fingerprinting required.
- VCIN certification through the Commonwealth of Virginia or the ability to obtain certification within 30 days of start date required.

**PROFESSIONALISM AND CONFIDENTIALITY:**

- Understands and consistently implements all County policies and procedures
- Maintains confidentiality with all vendors and employee transactions and activities
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County

**TRAINING AND JOB DEVELOPMENT:**

- Develop and set own personal goals for acquiring new skills and job growth
- Participate in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Works with staff to discuss and resolve problems and provide ideas for improvement

**PHYSICAL CONDITIONS & WORK ENVIRONMENT:**

- Frequent sitting and regularly required to see, hear and talk; reaching and handling with use of fingers, feel and reach with hands and arms.
- Occasionally, work includes standing and walking.

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- Infrequently lifts, carries and/or moves up to 10 pounds and rarely lifts and/or moves up to 25 lbs. (or more). Infrequently required to kneel, crouch, crawl, bend, twist, climb or balance.
- Must be able to communicate information and ideas so others will understand. Must be able to exchange accurate information in sometimes stressful situations.
- Work is primarily performed in an office environment where there may be exposure to computer screens for extended periods of time, monitor glare and dust.
- Infrequently exposed to wet or humid conditions; high and/or precarious places; fumes or airborne particles; toxic or caustic chemicals and outdoor weather conditions.
- Work locations include: office environment; vehicle and home visit environments.

Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County Administration reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

*Check the appropriate box, fill in the needed accommodations, if required, then sign and date.*

- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job without accommodation.
- I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job with accommodation(s).

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

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Employee Name: \_\_\_\_\_  
(Please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date