

**Todd-Wadena Community Corrections  
Full-Time Employment Opportunity**

**CORRECTIONS AGENT**

**Opening Date:** January 23, 2019

**Closing Date:** Position will remain open until filled. First round of application reviews scheduled for 02/20/19.

**Location:** The home office for this position is Long Prairie. Travel to both counties is required.

**Job Summary:** Provide investigative services to the court and releasing authorities, assess risk and treatment needs of offenders, develop comprehensive case plans to address criminogenic factors. Supervise clients and monitor case plans/progress using appropriate modeling, use of authority, and evidence-based practices.

**Essential Job Functions:** Essential job functions include conducting risk/needs assessments, investigations, office and field contacts with clients; completing collateral/victim contacts, computer entry of case management data, maintenance of case files; conducting written and verbal communication with the court and other entities; and other duties as assigned.

**Examples of Responsibilities and Duties:**

1. Manage caseload of offenders meeting established contact standards through office visits, home/field visits, school/placement visits, and collateral/treatment verification.
2. Conduct pre-sentence and pre-dispositional investigations, risk/need assessments, transfer investigations, chemical use screens, domestic violence/other screens, pre-trial bail evaluations and related investigations.
3. Conduct office visits, home/field visits, treatment verification, and collateral/victim contact.
4. Supervise clients and engage clients in making a satisfactory adjustment in the community, in accordance with evidence-based practices and classification standards.
5. Conduct interviewing, evaluation and counseling of clients and develop specific, individualized case plans with clients and their families.
6. Develop and supervise community service projects and program activities for youth.
7. Attend case conferences, discharge staffing, placement planning, and related meetings to review offender progress and needs toward rehabilitation, develop, identify and make appropriate referrals to treatment resources.
8. Maintain complete, accurate, and up-to-date client records to effectively document case activity and to support decisions.
9. Prepare violation, progress, and discharge reports, maintain timely, well-organized case records and notes, and appear at court and Supervised Release hearings. Serve as a liaison to the community and other agencies, schools and law enforcement.
10. Plan, implement, and facilitate programming for offenders.
11. Collect urine and breath samples and complete required documentation.

**Minimum Qualifications:** Minimum qualifications include Bachelor's Degree in Corrections, Criminal Justice, Criminology, Counseling Psychology, Education, Law, Law Enforcement, Psychology, Social Work, Sociology or a Human Services related field; successful completion of a 400 hour internship or volunteer/paid experience as a Corrections Agent or Security Caseworker; valid MN driver's license and auto insurance; and reliable transportation. Must pass agency background check requirements prior to employment.

**Salary:** Starting salary range is \$20.91 - \$31.41 per hour.

**Hours of Work:** Normal working hours are M – F, 8:00am to 4:30pm. Some non-traditional hours are required.

**How to Apply:** Contact Katherine Langer, Director, at [kathy.langer@co.todd.mn.us](mailto:kathy.langer@co.todd.mn.us) or 320-732-6165, for an application packet.

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