

**POSITION DESCRIPTION  
COUNTY OF FLOYD, INDIANA**

**POSITION:** Re-entry Assessment Officer  
**DEPARTMENT:** Community Corrections  
**WORK SCHEDULE:** 8:00 a.m. - 4:00 p.m., M-W & F; & 11:00 a.m. - 6:00 p.m., Th  
**JOB CATEGORY:** PAT (Professional, Administrative, Technological)

**DATE WRITTEN:** April 2022  
**DATE REVISED:** March 2023

**STATUS:** Full-time  
**FLSA STATUS:** Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Floyd County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Re-entry Assessment Officer for Floyd County Community Corrections, responsible for assessing offenders for multiple departments in the county, ensuring program participants receive appropriate services, and monitoring compliance and measuring progress.

**DUTIES:**

Assesses offenders to determine level of trauma, substance dependency, mental illness, and legal issues, including conducting Indiana Risk Assessment (IRAS) interviews and evaluates scores to measure risks and needs. Assesses high risk individuals within jails to determine eligibility for correction program. Maintains records of assessment.

Completes re-entry assessments for treatment, services, and prescreens for home detention eligibility for multiple agents including community corrections, probation, courts, public defenders, prosecutors, and the jail.

Ensures program participants receive appropriate services, including determining appropriate level of care, referring services, communicating, and collaborating with various agencies.

Refers and arranges treatment within the community for offenders based on their individual needs and risk levels. Submits assessment reports to referring agency, recommending appropriate treatment and services for offenders. Provides documentation from offenders and referral agencies ensuring correct services are arranged.

Conducts various evidence-based tests on individuals to make specialized treatment plans. Advises referring agency of non-compliance of offender regarding re-entry assessment appointments.

Monitors program participant compliance and measures progress, including conducting random drug tests and preparing and submitting reports to courts or probation regarding program participants and related assessments.

Conducts prescreens for home detention offenders to access eligibility into programs.

Maintains regular communications with public and private agencies other departments and persons to obtain and disseminate information concerning the treatment and welfare of offenders.

Assists in home and field visits of offenders. Assists with supervision of offenders as requested.

Prepares case plans for community supervision and assessment reports to help guide offender case plans for probation offenders.

Prepares reports for courts, probation, community corrections, jail, prosecutors, public defenders, and Indiana Department of Corrections regarding assessment results and recommendations for the offenders.

Communicates with various treatment providers in the community ensuring offenders receive services specific to their needs.

Assists courts in making pre-trial release decisions.

Testifies in hearings and court as required.

Educates program participants in choice consequences, available resources, and how rehabilitation can be successful. Develops and maintains relationships with program participants.

Maintains records of phone calls and scheduled appointments. Maintains data and referrals.

Prepares and conducts educational sessions to educate inmates on addiction.

Serves on the Indiana Department of Corrections Community Transition Program Disciplinary Screening and Hearing Board as required.

Administers observed urinalysis testing. Enters client information into drug screen database.

Attends training programs and continues education to improve quality of service provided.

Performs related duties as assigned.

## **I. JOB REQUIREMENTS:**

Baccalaureate degree from an accredited college or university.

Possession of and ability to maintain required certifications, including Indiana Risk Assessment System (IRAS), Recovery Coach, Recovery Work Instructor, and Motivational Interviewing.

Ability to meet all Department hiring and retention requirements, including passage of a drug test.

Ability to meet Department training requirements, including on-going training in assessment and treatment planning.

Required to sit on Indiana Department of Corrections Community Transition Program Disciplinary Screening and Hearing Board as required.

Working knowledge of Department programs and services with ability to maintain and apply knowledge of evidence-based practices, assist in assessment and implementation, and assist clients in meeting program goals.

Working knowledge of treatment programs and services available to participants from other government, social, and private agencies.

Working knowledge of standard office procedures, basic computer skills including word processing, spreadsheet, email, as well as Department-specific software applications, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of basic filing systems and ability to create and maintain accurate and complete department files and records.

Working knowledge of standard English grammar, spelling and punctuation, and ability to complete required documents, correspondence, and reports within Department deadlines.

Ability to properly operate standard office equipment, including computers, calculators, printers, fax machines, copiers, telephones, cameras, speakers, and other equipment as needed.

Shall comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement, courts, legal professionals, other correctional facilities, treatment agencies, clients and their families, and the public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to work with potentially dangerous offenders and remain objective while assessing both the needs of the offender and the safety of the community in making specific recommendations.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with hostile or violent persons.

Ability to understand, memorize, retain, and carry out oral or written instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods on several tasks at a time, often under time pressure.

Ability to apply knowledge of people and locations.

Ability to prepare detailed reports and testify in legal proceedings/court.

Ability to perform arithmetic operations, such as computing and calculating.

Ability to analyze, compile, collate, and evaluate data and make data-driven decisions.

Ability to occasionally work extended hours and evenings and travel out of town for home visits and training, sometimes overnight.

Ability to testify in court as required.

Possession of a valid driver's license with demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent exercises independent judgment in interpreting general guidelines, instructions, and rules to adapt them to specific cases and circumstances that arise during the course of performing a broad range of duties, many of which are unrelated to one another and present new or unique problems.

## **III. RESPONSIBILITY:**

Incumbent performs a variety of duties according to a formal schedule with work priorities determined by a supervisor and the service needs of participants. Assignments are guided by definite objectives using a variety of methods or procedures, and periodically decisions are made in the absence of specific policies, and/or guidance from a supervisor. Errors are primarily detected or prevented through prior instructions from a supervisor and supervisory review. Undetected errors could result in loss of time to correct error, work delays or inconvenience to other agencies, or endangerment to self or others.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains communication with co-workers, other County departments, law enforcement, courts, legal professionals, other correctional facilities, treatment agencies, clients and their families, and the public for purposes of exchanging information and rendering service.

Incumbent reports directly to Director.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent primarily performs duties in a confinement center and standard office environment involving sitting/walking at will, sitting/standing/walking for long periods, driving, lifting/carrying/pushing/pulling objects weighing less than 25 pounds, handling/grasping/fingering objects, keyboarding, close vision, depth perception, hearing sounds/communication, and speaking clearly. Incumbent may be exposed to working in confined spaces, violent/irate individuals, and situations involving potential physical harm to self and others. Universal health and safety precautions must be followed at all times to avoid injury to self and others.

Incumbent is occasionally required to work extended hours and evenings and travel out of town for home visits and training, sometimes overnight.

## **APPLICANT/EMPLOYEE ACKNOWLEDGEMENT**

The job description for the position of Re-entry Assessment Officer for Floyd County Community Corrections describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?  
Yes\_\_\_\_\_ No\_\_\_\_\_

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Applicant/Employee Signature

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Date

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Print or Type Name