

# Barton County Position Description

POSITION TITLE: Intensive Supervision Officer I (ISO I)

DEPARTMENT: Community Corrections

EMPLOYMENT CATEGORY: Regular, Full-time

STATUS: Non-exempt

REPORTS TO: Central Kansas Community Corrections Director

**POSITION SUMMARY:** This position is responsible for day-to-day supervision of felony clients assigned to Central Kansas Community Corrections (CKCC) by the 20<sup>th</sup> Judicial District Courts, through agreements with the Kansas Department of Corrections (KDOC). Work is performed under the general supervision of the CKCC Director.

Duties include: Completing risk/needs assessments, developing supervision plans, referring for risk-reduction programming and following up for progress with the treatment provider, maintaining case files, crisis interventions, testifying in court appearances, affidavit and report writing, and supervising/monitoring clients for compliance with court and program orders. All officers are required to utilize the principles of Evidence Based Practice while supervising clients.

Required tasks include: meeting with clients for case management purposes (*see duties*), perform drug/alcohol tests, resource development and referrals, accurately entering database information, working with stakeholders and law enforcement in the 20<sup>th</sup> judicial district of Kansas and beyond. ISOS must comply with KDOC program standards, State and Federal laws, and policies and procedures developed by CKCC, Barton County and KDOC. Regular contact is required with clients, victims, their families, employers/schools, community agencies, prosecutors, judges and the public in the office and on field visits.

## ESSENTIAL FUNCTIONS / JOB DUTIES

- Assess clients by administering the following:
  - A. Certification and utilization of Level of Services Inventory Revised (LSI-R), Level of Services/Case Management Inventory (LS/CMI), or the Women's Risk Need Assessment (WRNA)
  - B. Interviewing techniques (Effective Practices in Corrections – EPICS)
  - C. Refer to sources, such as, SB123 reports, Pre-sentence investigation, previously completed standardized reports
- Assist in facilitating client change process by utilizing the principles of Evidenced Based Practice.
- Maintain Supervision Standards Compliance which includes office visits, collateral contacts, drug testing, case planning, referrals for programming, employment verification, law enforcement contacts, and home visits (scheduled and unscheduled).
- Proficient time management to complete tasks as outlined in KDOC Standards, within the 40-hour work week.
- Must have the ability to work independently and without direct supervision.
- Electronic Monitor tracking

## PAY SCALE

Starts at \$28.91 / hr.

## EDUCATION

Preferred: bachelor's degree in behavioral science, social science, criminal justice, or another related field.

Alternative: Experience in related field and associates degree or equivalent.

## EXPERIENCE/ SKILLS

- Preference will be given to applicants with one or more years of corrections/criminal justice or related experience.
- Knowledge in the use of Word, Excel and various database programs or other business-related software and equipment such as copier, scanner and printer is essential.
- Multi-line phone system is used daily.

## SPECIAL REQUIREMENTS

- Valid Driver's License.
- Must pass a background check consisting of a search for convictions of felonies, misdemeanors, and traffic violations.
- Applicants and employees are subject to drug and alcohol testing.

## WORKING CONDITIONS/ ENVIRONMENT

- Works closely with clients, victims and their families, the public and officials from several agencies and jurisdictions.
- Work is primarily performed in office or courtroom setting, however, field visits in rural and urban areas, at schools and on worksites with

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- Effectively utilize verbal and written communication skills in daily workings with staff and clients
- Develop a rapport with clients and to control and defuse potential problem situations with the public and clients.
- Court reporting and testimony, as needed.
- Clear and concise writing skills with proficiency in grammar and spelling.
- Sufficiently knowledgeable with Microsoft Suite to perform report writing and entering statistical information required by KDOC, CKCC and Barton County in a timely and accurate manner.
- Knowledge of and compliance with all applicable State and Federal statutes, standards and policy and procedures of the KDOC, CKCC and Barton County.
- Must be a team player, cooperative, can fill in for other staff, and to work extended and unscheduled hours as needed.
- Possess knowledge in the laws, rules and regulations applicable to Intensive Supervision Programs.
- Ability to develop and maintain good working relationships with all area resources, law enforcement authorities and judicial system personnel.
- Assumes supervisory and other responsibilities as assigned, temporarily in absences, or on a training status, as staff development and in preparation for future advancements. These may include conducting peer reviews, training activities, audits, participating in interview boards, etc.
- Physical and psychological ability to perform de-escalation techniques through verbal communication and if necessary, self-defense to ensure the safety of others.
- Completes new officer training (possibly out-of-town travel) and the annual training requirements as directed through policy and procedures and scheduled by supervisors.

exposure to inclement weather is routinely performed.

- Will be required to perform some duties during non-normal work hours, overtime may be required without advance notice.
- Traveling to 5 counties is required, which includes navigating various weather elements.
- There exists a potential for exposure to body fluids due to the nature of the work.
- Due to working with clients, there exists the risk of possible injury and/or loss of life.

## **PHYSICAL/MENTAL REQUIREMENTS**

- Must be able to sit for long periods of time, both in traveling and when working at respective workstation.
- ISO's must have good time management skills, be self-motivated, require minimal supervision, adapt to change and always demonstrate professionalism
- This position can be high stress due to client crisis, therefore, strong self-initiated coping skills are necessary.
- The ISO must have the ability to use one's senses to perceive inferences from body language, speech and reactions.
- Requires independent decision-making with the ability to de-escalate crisis and stressful situations involving clients and the public.

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## OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the intern. Duties, responsibilities, and activities may change at any time with or without notice.

This job description has been approved by:

Department Head \_\_\_\_\_ Date \_\_\_\_\_

HR \_\_\_\_\_ Date \_\_\_\_\_

## EMPLOYEE SIGNATURE

Signature below indicates understanding of the requirements, essential functions, and duties of this position.

Print Name \_\_\_\_\_

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

Prepared 06/27/25

