

MIDLAND JUDICIAL DISTRICT
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT

215 W. Industrial
P.O. Box 3038
Midland, Texas 79702
(432) 688-4100
Fax (432) 688-4952

Allen E. Bell
Agency Director

JOB VACANCY ANNOUNCEMENT

The Midland Judicial District CSCD is seeking qualified individuals for the position of
COMMUNITY SUPERVISION OFFICER (CSO)

ANNOUNCEMENT NUMBER: 2024.03
POSITION TITLE: Community Supervision
Officer (CSO)
NUMBER OF VACANCIES: 1
OPENING DATE: February 6, 2024

CLOSING DATE: Until Filled
CLOSING TIME: N/A

1. **MINIMUM SALARY:** \$51,523.92/yr., plus medical and retirement benefits.
2. **POSITION SUMMARY:**

The Community Supervision Officer is responsible for supervising adult probationers sentenced to a term of Community Supervision and enforcing the Conditions of Supervision imposed by the Court. Duties include conducting evaluations, assessments, supervision planning, referral of probationers to various resources, and working with law enforcement agencies, criminal courts, and other agencies.
3. **QUALIFICATIONS:**

Education and Experience:

 - Bachelor's degree required.
 - Prefer a degree in criminology, corrections, social work, sociology, psychology, or a related field.
 - Prefer at least one year of full-time experience in casework, counseling, or related field.

Knowledge, Abilities, and Skills:

 - Excellent written and verbal communication skills.
 - Ability to follow oral and written instructions.
 - Ability to work cooperatively with peers and other agencies.
 - Possess good interpersonal skills.
 - Ability to work harmoniously with coworkers, probationers, and law enforcement.

Additional Requirements:

 - Must reside within 50 miles of the Midland CSCD building within 90 days of employment.
 - Must be insurable by the agency insurance carrier.
 - Must have a valid Texas driver's license and provide proof of insurance.

- Must have adequate transportation to arrive at work promptly.
- Must have a favorable background check.
- Must be able to pass a drug screen.

Essential Physical Demands:

Repetitive motion. Sedentary work performed within an office environment and requires the ability to operate standard office equipment and keyboards. Exerting up to 10 pounds of force occasionally. Exerting minimal pressure frequently or constantly to lift, carry, push, pull, or move objects. Substantial movements (motions) of the wrists, hands, and fingers. Must have close visual acuity to perform an activity such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and conducting extensive reading. Must have the ability to walk short distances and drive a vehicle.

Environmental Factors:

Works with individuals sentenced to a term of community supervision for various criminal offenses. May conduct field visits to probationers' homes or places of employment—frequent contact with court personnel, law enforcement agencies, and other government and community agencies. Work is sometimes performed within secure jail settings and with other criminal offenders.

Equipment:

Driving a vehicle, talking on a telephone, viewing a computer screen, use of copier, computer, printer, calculator, and other job-related equipment. Required to be certified to carry O.C. Spray (defensive pepper spray).

4. **APPLICANT PROCEDURES:**

A. AGENCY-EMPLOYED APPLICANTS:

Interested persons employed by the Midland Judicial District Community Supervision and Corrections Department must submit a letter to **Allen E. Bell, Director**, by the closing date/time. The letter must include a request to be considered for the position, including the announcement number. It should outline the applicant's experience, past job performance, longevity with the Agency, education, and training. Also included must be a statement(s) relative to the applicant's potential to perform the job duties successfully.

B. APPLICANTS NOT EMPLOYED WITH THIS AGENCY:

Interested persons not presently employed by the Midland Judicial District Community Supervision and Corrections department must complete an employment application. Applications can be found and completed online at: midlandcscd.net

5. **OTHER INFORMATION:**


A complete job description for this position may be obtained online at: midlandcscd.net

The Midland Judicial District Community Supervision and Corrections Department is an equal opportunity employer and prohibits discrimination based on race, color, gender, age, national origin, disability, or other unlawful classification. Persons believing they may have been subjected to prohibited discriminatory practices should file a letter of complaint (specifying the nature of the discrimination) to the Agency Director, Midland Judicial District Community Supervision and Corrections

Department, P.O. Box 3038, Midland, Texas 79702, not later than twenty-one (21) days following the date that an applicant is notified of an appointment decision.

ATTENTION ALL EMPLOYEES AND APPLICANTS: The Midland Judicial District Community Supervision and Corrections Department relies on grants and funds from the State of Texas for operational expenses on a fiscal year-to-year basis. The Agency is unable to guarantee continued employment to any employee. As such, employees serve “at will,” and no offer or acceptance of work may be implied or construed to establish a contractual relationship between an applicant or employee and the Agency. Job descriptions may be changed at any time based on the needs of the Department.

APPROVED FOR POSTING:



Allen E. Bell, Agency Director

2-6-24

Date

**MIDLAND JUDICIAL DISTRICT
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT
JOB DESCRIPTION**

Job Title

Community Supervision Officer

Pay Grade

Level 13

Job Relationships

Supervised by Unit Director

FLSA Status

Non-exempt

Job Purpose:

The Community Supervision Officer is responsible for supervising adult probationers sentenced to a term of Community Supervision and enforcing the Conditions of Supervision imposed by the Court. Duties include conducting evaluations, assessments, supervision planning, referral of probationers to various resources, and working with law enforcement agencies, criminal courts, and other agencies.

Essential Job Function:

The essential job function of the Community Supervision Officer is:

1. Perform all aspects of the Texas Risk Assessment System (TRAS) as mandated by the Midland CSCD and TDCJ-CJAD. This involves the completion of three complimentary but distinct job functions:
 - a. Conducting thorough and accurate assessments and reassessments utilizing the TRAS instrument;
 - b. Preparing a complete case plan that is based upon the most current TRAS assessment or reassessment;
 - c. Delivering cognitive-behavioral treatment in accordance with the supervision plan while enforcing the conditions of supervision; and,
 - d. Detailed documentation of case plan delivery in the day-to-day supervision of probationers.

Responsibilities and Tasks:

1. Supervises assigned probationers per Midland CSCD procedure, policy, and guidelines.
2. Ensures electronic data is correctly entered into the probationer database promptly.
3. Ensure the probationer understands the conditions of community supervision as ordered by the Court.
4. Conduct assessments to determine the probationer's risk and need and document the same.
5. Ensure that probationers assigned to your caseload are correctly categorized and supervised according to supervision level as directed by Midland CSCD policy and CJAD Standards.

6. Meet with probationers in individual sessions as dictated by the probationer's assessed risk and need, CJAD Standards, and CSCD policies.
7. Ensure computer files are always complete and up-to-date. Ensure confidentiality of information is guarded according to written guidance. Maintain medical and psychiatric records separate from the main case file.
8. Monitor new arrests by checking the Department's probationer database, reviewing local arrest logs, DPS notifications, criminal history checks at each office visit, and by any other methods that may be available.
9. Document all significant actions, decisions, services rendered, and periodic assessments in the probationer's computerized chronological record.
10. Ensure caseload compliance with CJAD Standards and CSCD policies.
11. Enforce individual conditions of community supervision for all probationers on caseload.
12. Address violations of the conditions of community supervision and failure to adhere to the supervision plan and determine appropriate action(s).
13. Prepare necessary documents about probationers as policy and procedures dictate.
14. Testify in court when the Court, Unit Supervisor, or Agency Director requires.
15. After staffing with Unit Supervisor, advise the Court of the Department's recommendations concerning using the continuum of sanctions or incarceration.
16. Monitor and assist in collecting court-ordered fines, court costs, restitution, supervision fees, and other penalties and fees imposed on the probationer by the Court.
17. Make home visits, work site inspections, or jail visits as required.
18. Perform other duties as assigned.

Education and Experience:

- Bachelor's degree required.
- Prefer a degree in criminology, corrections, social work, sociology, psychology, or a related field.
- Prefer at least one year of full-time experience in casework, counseling, or related field.

Knowledge, Abilities, and Skills:

- Excellent written and verbal communication skills.
- Ability to follow oral and written instructions.
- Ability to work cooperatively with peers and other agencies.
- Possess good interpersonal skills.
- Ability to work harmoniously with coworkers, probationers, and law enforcement.

Additional Requirements:

- Must reside within 50 miles of the Midland CSCD building within 90 days of employment.
- Must be insurable by the agency insurance carrier.
- Must have a valid Texas driver's license and provide proof of insurance.
- Must have adequate transportation to arrive at work promptly.
- Must have a favorable background check.
- Must be able to pass a drug screen.

Essential Physical Demands:

Repetitive motion. Sedentary work performed within an office environment and requires the ability to operate standard office equipment and keyboards. Exerting up to 10 pounds of force occasionally. Exerting minimal pressure frequently or constantly to lift, carry, push, pull, or move objects. Substantial movements (motions) of the wrists, hands, and fingers. Must have close visual acuity to perform an activity such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and conducting extensive reading. Must have the ability to walk short distances and drive a vehicle.

Environmental Factors:

Works with individuals sentenced to a term of community supervision for various criminal offenses. May conduct field visits to probationers' homes or places of employment—frequent contact with court personnel, law enforcement agencies, and other government and community agencies. Work is sometimes performed within secure jail settings and with other criminal offenders.

Equipment:

Driving a vehicle, talking on a telephone, viewing a computer screen, use of copier, computer, printer, calculator, and other job-related equipment. Required to be certified to carry O.C. Spray (defensive pepper spray).

This job description is not intended to be all-inclusive, and employees will perform other reasonably related business duties as assigned.

The Midland CSCD reserves the right to revise or change job duties. This job description does not constitute a written or implied contract of employment. The Midland CSCD is an at-will employer.

Revised April 25, 2023

Approved by:  Date: 4-25-23



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Allen E. Bell
Agency Director

JOB VACANCY ANNOUNCEMENT

The Midland Judicial District CSCD is seeking qualified individuals for the position of
COUNSELOR ASSISTANT/RESPONSIVITY TECH

ANNOUNCEMENT NUMBER: 2024.01
POSITION TITLE: Responsivity Specialist
NUMBER OF VACANCIES: 1
OPENING DATE: November 29, 2023

CLOSING DATE: Until Filled
CLOSING TIME: N/A

1. **MINIMUM SALARY:** \$45,267.60/yr., plus medical and retirement benefits.
2. **POSITION SUMMARY:**

The Responsivity Specialist facilitates referrals to treatment resources outside the Department. Once the referral is initiated, the Responsivity Specialist maintains contact with the individual to facilitate a successful referral and behavior modification outcome. The Responsivity Tech applies cognitive, and social learning interventions in order to teach individuals new behaviors to support sobriety. They provide group facilitation, clerical, and case management support to the TAIP Counselors and Counselor Interns in the care and treatment of clients.
3. **QUALIFICATIONS:**

Education and Experience:

 - High school diploma or equivalent is required.
 - Prefer experience with treatment, treatment providers, community resources, recovery programs, and the criminal justice system.

Knowledge, Abilities, and Skills:

 - Excellent written and verbal communication skills.
 - Ability to follow oral and written instructions.
 - Ability to work cooperatively with peers and other agencies.
 - Possess good interpersonal skills.
 - Ability to work harmoniously with coworkers, probationers, and law enforcement.

Additional Requirements:

 - Must be insurable by the agency insurance carrier.
 - Must have a valid Texas driver's license and provide proof of insurance.
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Essential Physical Demands:

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Environmental Factors:

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Equipment:

Driving a vehicle, talking on a telephone, viewing a computer screen, use of copier, computer, printer, calculator, and other job-related equipment.

4. APPLICANT PROCEDURES:

A. AGENCY-EMPLOYED APPLICANTS:

Interested persons employed by the Midland Judicial District Community Supervision and Corrections Department must submit a letter to **Allen E. Bell, Director**, by the closing date/time. The letter must include a request to be considered for the position, including the announcement number. It should outline the applicant's experience, past job performance, longevity with the Agency, education, and training. Also included must be a statement(s) relative to the applicant's potential to perform the job duties successfully.

B. APPLICANTS NOT EMPLOYED WITH THIS AGENCY:

Interested persons not presently employed by the Midland Judicial District Community Supervision and Corrections department must complete an employment application. Applications can be found and completed online at: midlandcscd.net

5. OTHER INFORMATION:

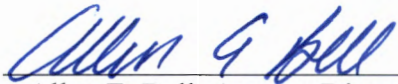
A complete job description for this position may be obtained online at:

midlandcscd.net

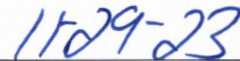
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APPROVED FOR POSTING:



Allen E. Bell, Agency Director



Date

**MIDLAND JUDICIAL DISTRICT
COMMUNITY SUPERVISION AND CORRECTIONS DEPARTMENT
JOB DESCRIPTION**

Job Title

Responsivity Specialist

Pay Grade

Level 12

Job Relationships

Supervised by the Director of Programming and Treatment Services

FLSA Status

Non-exempt

Job Purpose:

The Responsivity Specialist facilitates referrals to treatment resources outside the Department. Once the referral is initiated, the Responsivity Specialist maintains contact with the individual to facilitate a successful referral and behavior modification outcome. The Responsivity Tech applies cognitive, and social learning interventions in order to teach individuals new behaviors to support sobriety. They provide group facilitation, clerical, and case management support to the TAIP Counselors and Counselor Interns in the care and treatment of clients.

Responsibilities and Tasks:

1. Responsible for assisting the Counselors in the care and treatment of clients.
2. Refers probationers to treatment resources outside the Department and follows up to ensure successful application of the treatment resource.
3. Fosters relationships with treatment resources outside the Department.
4. Facilitates client services, including chemical dependence education and group and family education.
5. Assists in identifying problems, setting goals, and working toward solutions with other members of the group
6. Assists in performing case management duties, including the proper and timely submission of all treatment documentation, reports, and forms necessary for efficient program operation and quality of care.
7. Develops and assists in writing thorough, timely, and well-written biopsychosocial assessments.
8. Follows therapeutic leadership in the documentation of treatment plans outlined by the counselor.
9. Assists counselors in creating aftercare plans and discharge plans for clients based on their assessment of the client's needs
10. Accurately completes required documentation effectively and timely using the agency-designated documentation system.
11. Participate in program development and staff training.
12. Attend a weekly staff meeting.

13. Supports clients in developing life skills to help them cope with everyday challenges in their lives
14. Observes clients' behavior to help them identify patterns or problems that may be causing difficulties in their lives
15. Creates a safe environment for clients to work on their issues by maintaining confidentiality.
16. Maintains the confidentiality of client information and understands the importance of protecting Personal Health Information as it relates to HIPAA for clients and staff.
17. Accurately performs administrative requirements according to federal, state, and agency requirements.
18. Punctual and dependable. Work hours will vary depending on the needs of the counselors.
19. Communicates thoroughly and professionally with staff, clients, families, community, and agency leadership.
20. Attends, leads, and contributes to meetings and training as needed.
21. Coordinates and communicates with internal and external departments/individuals on client issues.
22. Asks questions for clarity and understanding as needed.
23. Maintains healthy boundaries with clients and families.
24. Other duties, responsibilities, and/or activities may change or be assigned at any time with or without notice.

Education and Experience:

- High school diploma or equivalent is required.
- Prefer experience with treatment, treatment providers, community resources, recovery programs, and the criminal justice system.

Knowledge, Abilities, and Skills:

- Excellent written and verbal communication skills.
- Ability to follow oral and written instructions.
- Ability to work cooperatively with peers and other agencies.
- Possess good interpersonal skills.
- Ability to work harmoniously with coworkers, probationers, and law enforcement.

Additional Requirements:

- Must be insurable by the agency insurance carrier.
- Must have a valid Texas driver's license and provide proof of insurance.
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- Must be able to pass a drug screen.

Essential Physical Demands:

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Equipment:

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This job description is not intended to be all-inclusive, and employees will perform other reasonably related business duties as assigned.

The Midland CSCD reserves the right to revise or change job duties. This job description does not constitute a written or implied contract of employment. The Midland CSCD is an at-will employer.

November 29, 2023

Approved by: _____ Date: _____