

**Eighth Judicial District  
Department of Correctional Services**

**NOW ACCEPTING OUTSIDE APPLICATIONS**

**POSITION NUMBER:** 60407BUR23-3  
**POSITION CLASSIFICATION:** Community Treatment Coordinator  
**JOB DESCRIPTION:** The successful candidate will serve as a treatment expert and provide group or individualized evidence based treatment interventions. They will be responsible for implementing and evaluating new and existing therapeutic interventions. The candidate will focus on utilizing advanced behavioral techniques to assist in the development of skills and facilitating behavioral change.

**OFFICE LOCATION:** Burlington  
**WORK AREA:** Des Moines and surrounding counties  
**SUPERVISOR:** Treatment Services Manager  
**DATE AVAILABLE:** Immediately  
**SALARY RANGE:** Pay Grade 29 (\$55,952.00 - \$85,176.00 annually) **Starting wage commensurate with advanced education and experience.**

**SCHEDULE:** Full-time position, 40 hours per week. Evening hours to facilitate groups will be required. After initial training the candidate will be given the option to work four 10-hour shifts. Schedule needs to be flexible to meet the needs of the position.

**MINIMUM QUALIFICATIONS:** Per Job Description.  
**OTHER REQUIREMENTS:** Ability to travel to various work sites, possession of or ability to obtain a valid driver's license, ability to be insured under district's auto insurance.

**NOTE:** An exhaustive background check will be conducted and psychological testing may be required prior to any employment offer.

**APPLICATIONS MUST BE RECEIVED BY:** **May 22, 2023**

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Applications may be found under the employment link on our website at [www.8thjdcbc.com](http://www.8thjdcbc.com)

Only **TYPED AND SIGNED** applications will be accepted. All applications must include a résumé and be mailed, faxed, or emailed to the Fairfield Administrative Office. Applications submitted by e-mail should be sent to [melanie.imhoff@iowa.gov](mailto:melanie.imhoff@iowa.gov). All electronic submissions must include an **original signature** to be considered.

Department of Correctional Services  
Attn: Melanie Imhoff, Administrative Assistant  
P.O. Box 1060  
Fairfield, IA 52556  
FAX # 641-472-9966

For additional information regarding the position, please contact Vince Remmark at 641-472-4242, ext. 587 or [vince.remmark@iowa.gov](mailto:vince.remmark@iowa.gov).

The Department is an **Equal Employment Opportunity/Affirmative Action** Employer.

# IOWA DISTRICT DEPARTMENTS OF CORRECTIONAL SERVICES

#60407

## COMMUNITY TREATMENT COORDINATOR

### GENERAL STATEMENT OF DUTIES:

Under general supervision, coordinates a treatment rehabilitation program within a Judicial District. Has a comprehensive understanding of assessment, individual, and group treatment interventions. Performs extensive professional correctional assessments, difficult and intensive treatment interventions and serves as a lead facilitator in group interventions. Serves as a treatment expert for the District, or a trainer/trainer of trainers in a needed area. Assists with performing continuous quality improvement activities, and mentors other staff. Performs related advanced level work as required.

### DISTINGUISHING FEATURES OF THE CLASS:

The Community Treatment Coordinator has primary responsibility for developing, coordinating, and monitoring one or more program areas within a Judicial District. The Community Treatment Coordinator position may also be used to provide group or individualized treatment interventions requiring substantial knowledge, expertise, and skills which may require additional training, certification or licensure. This may include providing services to individuals under specialized supervision for sex offenses, chronic substance abuse, mental illness, youthful clients or others who are high risk or have a large variety of treatment needs. This position requires they be highly effective in assessments, treatment planning, and implementation of treatment interventions strategies to include applying social learning principles and cognitive-behavioral strategies, building upon or developing protective factors, developing effective quality professional working relationships, developing intensive and effective case management plans as well as the ability to support and implement quality improvement efforts. Individuals in this classification may assist with continuous quality improvement, grant writing, or other program oversight duties, and training/coaching/mentoring other staff on an ongoing basis.

### EXAMPLES OF WORK: (illustrative only)

Researches, implements and evaluates new and existing individual and group therapeutic interventions for clients in a community based corrections district.

Coordinates an internal district intervention program or specialty area.

Serves as the lead facilitator with clients in group and individual treatment settings utilizing advanced behavioral techniques to assist in the development of skills and facilitate behavioral change. May also include treatment of trauma, addiction, mental health and other complex client needs with specialized training, certification and/or professional licensure/certification.

Arranges for and coordinates client referrals to the appropriate provider agency.

May supervise a specialized caseload of clients who have been determined to have a high risk for recidivism or a specifically identified client type who have identified treatment needs requiring substantial and identifiable knowledge, expertise and skills.

May develop program policy and procedures.

Adheres to the use of universal precautions in the performance of job duties in order to minimize the potential risk for exposure to blood borne pathogens.

Responds to emergencies with safety as a first priority trained and prepared to use life saving measures and appropriate defensive tactics as needed and necessary.

## Competencies Required:

- Advanced knowledge of correctional treatment techniques and modalities.
- Advanced knowledge of treatment evaluation techniques and measures
- Advanced knowledge of the principles of human behavior as they relate to correctional treatment techniques and modalities.
- Advanced knowledge of trauma, mental health, domestic violence, sexual behavior problems and/or addiction issues
- Advanced knowledge of casework, cognitive-behavioral strategies, social learning principles, core correctional practices and protective factors and ability to apply this knowledge when working with clients.
- Advanced knowledge of community resources and ability to refer appropriately, as well as to identify and address barriers and other challenges that may arise for clients under supervision.
- Advanced knowledge of risk, need, and responsivity principles and ability to apply these in treatment approaches.
- Expertise and advanced skills to build trust and interact in a collaborative, respectful, and positive way that empowers high risk clients to make positive changes and meet goals.
- Advanced knowledge of what strategies work most effectively with what types of clients, special needs, disabilities, race, age, trauma, and gender responsiveness.
- Advanced knowledge of effective responses to non-compliant and/or anti-social behavior and incentives to reinforce pro-social behavior.
- Ability to research new and emerging best practices and promising treatment interventions.
- Ability to plan, implement and coordinate new and existing treatment programs
- Ability to evaluate and make adjustments as needed to new and existing treatment programs.
- Ability to complete comprehensive advanced assessments and make treatment recommendations based on the information obtained.
- Ability to establish individualized case plans based on comprehensive assessment results
- Ability to accurately and succinctly communicate in oral interactions and written descriptions of human behavior in English, using proper grammar and proper sentence structure.
- Ability to read, understand and apply district policies and state code to a variety of situations.
- Ability to assert one's self with others while retaining composure under pressure and remaining objective.
- Ability to use effective interpersonal skills with clients, co-workers and the public.
- Ability to relate effectively to clients with diverse backgrounds (e.g. gender, culture, or ethnic group).
- Ability to problem solve, exercise sound judgment and critical thinking in varied situations.
- Ability to work cooperatively with other team members.
- Ability to lead diverse teams.
- Ability to create learning opportunities when mentoring other staff.
- Ability to analyze, and apply research findings into everyday practice.
- Ability to match intervention modalities with client needs in varied and complex situations.
- Ability to perform public relations work by educating community resources on correction program goals, strategies, requirements, and services.
- Ability to effectively implement quality improvement strategies and practices and reports results in a professional, timely manner providing effective feedback and mentoring.
- Ability to problem solve in challenging situations. Can break down problems into components and recognizes interrelationships; makes sound, well-informed and objective decisions. Compares data, information, and input from a variety of sources to draw conclusions; takes actions that is consistent with available facts, constraints, and probable consequences.
- Ability to organize work, set priorities and determine sequence of activities to achieve goals.
- Ability to receive feedback, willingness to learn and embrace continuous improvement.
- Ability to learn and apply new skills, methods and procedures as well as balance treatment and accountability when working with clients.
- Ability to prepare and present accurate written and oral reports on clients for the courts, parole board, administrative hearings, and in-house staffing and outside agencies in compliance with established deadlines and report requirements. These reports are completed in adherence with Iowa Code, Administrative Code and Department Policy.
- Maintain ethical conduct in all professional activities.
- Displays a high level of initiative, effort and commitment towards completing assignments efficiently.

## EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS:

Graduation from a four-year accredited college or university; or

Graduation from an accredited two-year or a minimum of 60 credit hours at an accredited college or university and three years human services/criminal justice experience; or

Two years satisfactory experience as Probation/Parole Officer II or Community Program Monitor in a district or a similar position in another jurisdiction or agency.

## NECESSARY SPECIAL REQUIREMENTS:

Barring reasonable accommodation under the Americans with Disabilities Act, designated positions in this job class require applicants to possess, obtain and maintain a valid driver's license, and the ability to be insured and maintain insurability under the district's auto insurance coverage.

Satisfactory completion of a background investigation and criminal history check.

Successful completion of psychological testing and examination as required.

Medical examination to certify ability to physically perform the essential functions of the position at the discretion of the Director or designee.

Successful completion of a urinalysis test for illegal substances at the discretion of the Director or designee.

For certain specialized positions, at the discretion of the Director or designee, one or more of the following may be required:

- Possess or have the ability to obtain within one year and maintain certification as a trainer in all applicable assessment and case management tools.
- Possess or have the ability to obtain within one year and maintain certification on all applicable intervention programs in current use.
- Possess any other Trainer/Trainer of Trainer certification in specialized or designated program area as required by employer.

## ESSENTIAL FUNCTIONS:

Ability to communicate with the client population, criminal justice and related agency staff, and other involved parties in individual and group settings.

Ability to assess client characteristics and circumstances and organize internal as well as external resources to address client risk management and case plans.

Ability to review and document observations, assessments and other related information in client case files within specified time frames.

Ability to comprehend critical information and complex issues in varied situations using critical thinking and sound judgement to make decisions within established policy guidelines, time frames and legal parameters.

Ability to travel to various work sites and participate in various work activities such as training, conducting available chemical substance use tests, court/administrative hearings and other related community functions, as required by the duties of the position.

Ability to utilize available technology in the performance of job duties.

Application of safety strategies including sustained alertness and defensive tactics as needed to ensure a safe work environment for all.

Coaches, trains, mentors and leads other staff.

Reviews/audits other's work to assist in providing continuous quality improvement with a focus on detail and quality.

Stress tolerance in dealing with a criminal justice population, including exposure to unpredictable behavior and rapidly escalating situations.

Accurately and succinctly communicates in oral interactions and/or written reports, assessments and summaries of human behavior in English, using proper grammar and proper sentence structure.

**October 1992**

*Reviewed January, 1993*  
*Revised November, 1997*  
*Revised May 2021*