



Evidence Based Practices Coordinator & Policy Specialist

Department: Adult Probation

Revised: July 2024

JOB SUMMARY

This is a full-time probation, parole, and pretrial supervisory position within the Adult Probation Department. This position provides direct oversight, coordination, and implementation of evidence-based practices and policy in the Adult Probation Office.

The Evidence-Based Practices (EBP) Coordinator and Policy Specialist will assist in long range planning including but not limited to the implementation of cognitive behavioral interventions, skill building and developmental tools, motivational interviewing, risk assessment, case planning, and statistical analysis to ensure effective implementation of programs. This includes ensuring that the principles of effective interventions from community corrections are being implemented in accordance with specified guidelines, curricula, etc. through quality assurance measurements.

This position, under the supervision of the Chief Probation Officer, will develop, implement, and train departmental policy (pretrial and post sentence). Additionally, this position will provide direct oversight to staff training, and on-going department-wide performance measures and feedback to the Court, APO, and various external criminal justice system stakeholders.

The EBP Coordinator and Policy Specialist plays a significant role in helping the department effectively utilize evidence-based practices with the individuals under supervision to reduce recidivism and provide opportunities to make positive behavior changes. This position helps identify and oversee grant opportunities related to the implementation, performance measurement, and feedback of the ongoing evidence-based practices implementation initiative.

The EBP Coordinator and Policy Specialist will also provide oversight and supervision to all Court operations, the administrative caseload, special probation (PBPP) cases, probation with restrictive conditions and electronic monitoring.

The EBP Coordinator and Policy Specialist recognizes the importance of collecting costs/ fines/ restitution. The EBP Coordinator will work to develop and enforce an effective collections process for the department.

The EBP Coordinator and Policy Specialist will work with the Adult Probation Chief to continuously improve reentry and pretrial practices in the county. This position will work with GEO Reentry, Lycoming County Prison, and other stakeholders to achieve these goals.

The EBP Coordinator and Policy Specialist will work with the Criminal Justice Advisory Board and its stakeholders to establish and work toward established goals.

Under the direction of the Chief Probation Officer or his designee, this position will provide supervisory oversight to the adult probation officers, pretrial officers, and administrative case officers.

The EBP Coordinator operates with a high degree of independence in the execution of daily responsibilities.

REPORTING RELATIONSHIPS

This position reports directly to the Chief Probation Officer or his designee.

ESSENTIAL JOB FUNCTIONS

1. Maintains records and outcome statistics for the department's annual report, and provide leadership for producing the report each year.
2. Assists with implementing and monitoring Evidence- Based practices. Utilizing recognized best practices, ensure that the principles of effective intervention are being implemented with fidelity and in accordance with specified guidelines, curricula, and research.
3. Oversee evidence-based practices training and on-going coaching for all department staff.
4. Provides leadership in quality assurance in probation evidence-based practices. This includes but is not limited to case planning, risk assessment, motivational interviewing, cognitive behavioral interventions.
5. Provides evidence-based practices overview and training to all new department staff.
6. Identify, develop, and oversee grant-funding opportunities related to the implementation, performance measurement, and feedback of the on-going evidence-based practices implementation initiative.
7. Working with the Clerk of Courts, collect and analyze costs and fines collections data. Based on these findings, develop and implement collections policy to effectively collect costs/ fines/ restitution.
8. Oversees and provides leadership to the department's ARD Unit, Court Unit, Special Probation, administrative cases, probation with restrictive conditions, and electronic monitoring.
9. Provide guidance, sanctions, and supervisory review for complex and non-compliant cases.
10. Offers consultation to probation officers on a daily basis so that proper services and evidenced based tools are being utilized.
11. Provides training to and orientation to probation and pretrial officers on a variety of probation, parole, and pretrial topics and practices and Court and Departmental policies/ procedures.
12. As directed by the Chief or his designee, engages with GEO Reentry services, Lycoming County Prison, and county stakeholders to consistently improve reentry back into the community
13. Observe probation and pretrial officers in Court, field, and in any other capacity as needed.
14. Develop, implement, and train departmental policy. Prepare special reports as directed by the Chief or his designee.
15. Act as a liaison to and work with outside departments/agencies regarding research-related activities.
16. Conduct unit meetings to discuss problems, policies, and procedures.
17. Interacts with internal and external government departments, outside agencies, courts, and general public.
18. Monitors the schedules of their assigned probation officers.
19. Maintain records and statistics for various departments and state reports.
20. Completes annual written performance evaluations on all probation officers assigned to them.
21. Consults with Chief and Deputy Chief concerning service, personnel, and development of the department.

22. Assists the Chief with input for budgetary purposes.
23. Participates in the selection and interviewing of probation officers.
24. Assists with the development and distribution of policies and procedures as required.
25. Attends and participates in meetings, programs, and committees as required.
26. Prepares and presents information to outside agencies.
27. Interacts with the Clerk of Courts, Prothonotary, Judges, Court Administration and other County Departments, County Commissioners, Correctional Administrators, and contracted service providers.
28. Serves on boards and committees.
29. Assists with special Projects and/or reports as needed.
30. Regularly attend mandatory and additional training in the areas of safety, self-defense, related human service areas, and for full/up-to-date proficiency in the use of computers, as required by job duties. Employee will learn arrest skills and become involved in offender detentions.

OTHER SPECIFIC TASKS OR DUTIES

Participate in contributory/advisory role with inter-county, community, and state-level organizations/committees.

As requested, assist APO administration with departmental development functions.

Performs related work as required.

MINIMUM QUALIFICATIONS

*Education requirement is completion of a bachelor's degree program with course work in psychology, social work, criminal justice, or closely related field; 4 years of experience as a probation officer or in a related field such as criminal justice or counseling; or any combination of the minimum acceptable education and experience which has provided the knowledge, skills and abilities cited above.

*Commitment to demonstrating conduct that inspires public confidence and trust in the courts, preserves the integrity of the court system, and reflects a commitment to serving the public.

*Compliance with the Code of Conduct for Employees of the Unified Judicial System of Pennsylvania.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of principles and practices of probation/parole supervision.

Thorough knowledge of evidence-based practices/principles of effective intervention for community corrections.

Knowledge of the most up to date community corrections research.

Ability to instruct, facilitate, and coach various evidence-based practices program curricula.

Knowledge of characteristics of individual and group behavior, particularly that of individuals involved with criminal activities and/or anti-social behavior.

Knowledge of methods and techniques used in counseling adult offenders.

Basic knowledge of the principles and policies of the criminal justice system, including statutes, rules, and regulations.

Ability to learn the specific operations, practices, and procedures of probation and parole supervision, as it applies to treatment, counseling, and rehabilitation.

Ability to communicate effectively with offenders, their associates, members of the Judiciary, co-workers, representatives of other agencies, and the public.

Ability to identify and locate available community resources dealing with issues affecting offenders.

Ability to plan, document, and carry out all steps necessary to implement treatment intervention strategies.

Possess leadership skills and the ability to delegate, embrace teamwork, and work independently.

Ability to effectively supervise unit staff members, providing any input and correction as needed for effective and efficient operations.

Ability to collect, analyze, and prepare performance measurement reports.

Ability to plan, organize, and manage time with efficiency and effectiveness.

Ability and desire to work with people and the capacity to do so with tolerance and understanding.

Proficiency in the use of, or willingness to learn, computers and software applications, as required by job duties.

REQUIRED LICENSES/CERTIFICATIONS/CLEARANCES

The candidate must pass a criminal background check, a pre-employment drug screen, and a driver history check.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position has been identified as having the potential for exposure to Hepatitis B. Access to training and a voluntary vaccination against Hepatitis B is provided.

Ability to sit, sometimes for long periods of time.

Ability to escort offenders from waiting area to office.

Ability to operate a computer or laptop.

Ability to lift and move files weighing up to 10 pounds.

Ability to effect an arrest of an offender.

Ability to defend oneself from personal attack.

Ability to provide own transportation to and from offender's homes, meetings, and other job-related appointments in a timely manner and ability to access those locations with reasonable accommodations.

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events. Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer

This Organization Participates in E-Verify

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