

ATI (ALTERNATIVES TO INCARCERATION) PROGRAM WORKER

DISTINGUISHING FEATURES OF THE CLASS: An incumbent of this position is responsible for providing operational support for the County's ATI (Alternatives To Incarceration) Program. Duties include conducting interviews of inmates, reporting to appropriate courts, occasionally acting as liaison between inmates and the court system, and assisting with administration of the County's court-ordered community service program. Related clerical functions and community outreach may also be assigned. Work is performed in accordance with all applicable laws, rules, regulations and policies, under general supervision of the Probation Director. Supervision of others is not a responsibility of this position. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Interviews inmates at the county correctional facility to gather and verify personal information, past criminal history, drug/alcohol/medical/mental health history, etc., to be used for ATI program evaluations, assessments and recommendations;

Prepares and submits reports, including screening, scoring and verification documents and all related correspondence, to the courts;

Conducts discharge interviews with offenders to assist with ongoing evaluation and assessment of the ATI program;

Assists with performance-based monitoring of offenders released through ATI programs;

Assists in establishing, maintaining and expanding a network of persons, service providers and organizations in the community that may provide resources and/or placements for ATI program participants;

Assists in providing communication, outreach and advocacy on behalf of the criminal justice system to the community;

Maintains information on community resources which can be utilized to enhance program activities;

Meets with correctional facility staff and administrators as needed, to provide support for the ATI program;

Maintains familiarity with applicable laws, rules and regulations governing the county correctional facility and ATI programs;

Attends quarterly ATI Advisory Board meetings;

Interviews individuals who have been mandated to community service and arranges placements at various community service worksites;

Prepares periodic statistical reports for maintenance, evaluation and funding of ATI program;

Performs related clerical duties such as answering telephones, filing, records maintenance, etc.

May act as liaison between inmates and the court system as needed;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of interviewing techniques; basic familiarity with the court system and criminal procedures; ability to evaluate data and to prepare reports; ability to deal effectively with people under emotional strain; ability to establish and maintain effective working relationships; ability to communicate effectively both orally and in writing; tact and courtesy; good powers of observation and perception; initiative; resourcefulness; dependability.

MINIMUM QUALIFICATIONS:

- a) Associate's Degree and one (1) year of experience which shall have involved substantial client contact and familiarity with the legal system in a law firm, social services department or related agency or organization; or
- b) Graduation from high school or possession of a comparable diploma, and three (3) years of experience which shall have involved substantial client contact and familiarity with the legal system in a law firm, social services department or related agency or organization; or
- c) An equivalent combination of education and experience as described in (a) and (b) above.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT:

Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.