

Career Opportunity PROGRAM DEVELOPMENT AND COMMUNITY PARTNERSHIPS SPECIALIST



U.S. District Court District of South Dakota

www.sdp.uscourts.gov

Announcement #: 08-20

Location: Rapid City, South Dakota

Salary: CL 26 – CL 27 (\$46,600 – \$83,210); subject to promotion without further competition.

Employment: Full-time Regular

Closing Date: August 27, 2020

The District of South Dakota

The Probation and Pretrial Services Office in the District of South Dakota is a combined (both pretrial and probation) district with headquarters in Sioux Falls.

The U.S. Probation Office plays an integral role in the administration of justice and serves as the community corrections arm of the Federal Court system.

ABOUT THE POSITION

The Program Development and Community Partnerships Specialist assists in the administration of justice and enhancement of community safety by seeking and developing cognitive restructuring programs to increase the likelihood of long-term self-management of defendants and persons under supervision. The Program Development and Community Partnerships Specialist gathers and interprets outcome data, interacts with collateral agencies to develop community partnerships, assists with the development of community supervision strategies, and provides intervention program recommendations to the district.

The Program Development and Community Partnerships Specialist acts as resident authority of evidence-based practices (EBP) related to interventions and therapeutic services and their relationship to the reduction of recidivism.

BENEFITS

The Court offers a competitive benefits package:

- Vacation time accrues at a rate of 104 hours per year for the first three years and increases with tenure
- Sick days accrue at a rate of 104 hours per year
- Ten paid holidays per year
- Agency-subsidized federal health insurance plans
- Dental and vision plans
- Group life insurance plans
- Optional flexible spending account program
- Federal Employee Retirement System (FERS)
- Optional Thrift Savings Plan (TSP), similar to a

OVERVIEW OF DUTIES

- Develop and coordinate programs that implement Evidenced Based Practices (EBP) and focus on behavioral therapies, strategies for increasing intrinsic motivation, and the identification of the risks, needs, and responsivity for persons under supervision.
- Collaborate and staff cases with probation officers to develop supervision strategies aimed at responsible risk management and reducing reoffending.
- Research and evaluate available community resources throughout the district that can provide appropriate cognitive restructuring services related to substance abuse, mental health, domestic violence, sex offense, etc.
- Assist in recruiting and maintaining the community mentorship program aimed at developing prosocial support for defendants and persons under supervision.
- Develop and maintain contract services which secure and assist with contracting therapeutic services for defendants and persons under supervision while adhering to procurement guidelines and contracting requirements.
- Serve as a resource and expert to the district regarding cognitive restructuring services related to substance abuse, mental health, domestic violence, sex offense, etc.
- Assist in training line officers to identify and recommend proper treatment for defendants and persons under supervision who have continuing therapeutic requirements.
- Maintain regular contact and communication with contract service providers to ensure contractual obligations are being met. Attend scheduled treatment meetings to assess participant progress and monitor program fidelity and effectiveness.
- Monitor invoicing and billing procedures from contract service providers to ensure accurate and appropriate disbursement of funds; participate in treatment contracting process to include treatment provider selection and treatment resource allocation.
- Respond and assist with treatment services contract questions, issues, and needs.
- Develop comprehensive multi-agency collaboration to improve the management of defendants and persons under supervision.
- Maintain awareness of changes or updates with treatment services and evidence-based practices; engage and support staff in organizational change efforts.
- Communicate clearly and effectively, both orally and in writing.
- Frequent travel to other divisions and satellite offices is required to maintain effective communication with probation officers, contract service providers, community mentors/coaches, BOP contract facilities, and community partners.
- Other duties as assigned.

ADDITIONAL INFORMATION

- Candidates selected for interviews must travel at their own expense.
- Employees are required to adhere to the *Code of Conduct for Judicial Employees* at all times.
- This position is subject to mandatory electronic funds transfer participation for payment of net pay (direct deposit).
- Applicants must be a U.S. Citizen or eligible to work in the United States.

QUALIFICATIONS

Requirements:

- A bachelor's degree in such fields as psychology, sociology, social work, or behavioral sciences with two years related experience*, or
- a bachelor's degree in any area of study with more than two years experience in the field of human services/behavioral sciences.

*Related experience must be documented and detailed on form AO 78 and include progressively responsible professional, supervisory, or managerial experience that has provided an opportunity to gain: a) skill in dealing with others one-on-one, b) the ability to exercise mature judgment, c) knowledge of the basic concepts and principles of Evidence Based Practices, Behavioral Theory, and Social Learning Theory, and d) knowledge of the basic concepts, principles, theories, and policies of the U.S. Probation Office.

Applicants must have a valid driver's license and access to a personal vehicle for use when a government-issued vehicle is unavailable. Sufficient keyboarding skills (or alternative skills) to demonstrate proficiency in producing reports, documents, and correspondence using electronic word processing and other office system technology is required.

APPLICATION PROCESS

Qualified candidates must submit the following by close of business August 27, 2020:

- 1) An application for Judicial Branch Federal employment (AO 78), found on <http://www.uscourts.gov/> under Court Forms.
- 2) A detailed resume to include at least three (3) professional references.
- 3) A one-page statement which details the following:
 - How you've demonstrated high personal standards, proficiency, and ethical behavior when it comes to supporting organizational goals, and
 - your major professional accomplishments.

Application packages must be emailed in PDF format with "Vacancy 08-20" in the subject line to Brooke Richards at:

Brooke_richards@sdd.uscourts.gov

The U.S. District Court, District of South Dakota reserves the right to amend or withdraw any announcement with or without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable amount of time of the original announcement, the Court Unit Executive has the right to select a candidate from the original qualified applicant pool.

THE UNITED STATES DISTRICT COURT DISTRICT OF SOUTH DAKOTA IS AN EQUAL OPPORTUNITY EMPLOYER.