

**INGHAM COUNTY
JOB DESCRIPTION**

INTAKE REFERRAL COORDINATOR

General Summary

Under the supervision of the Corrections Administrator, coordinates inmate activities within the jail. Screens and classifies inmates for placement in educational, recreational, treatment, and community support programs. Consults with outside agencies and family members regarding inmate programs. Administers the GED testing of inmates. Prepares a variety of activity reports and documents.

Essential Functions

1. Analyzes inmate program requests based on expressed need, correctional demographics, social, emotional, medical, educational, vocational and substance abuse history. Determines eligibility of inmates for programs in accordance with jail policy and procedure.
2. Refers inmates to appropriate programs within the jail to match expressed needs as well as eligibility requirements.
3. Meets regularly with inmates to encourage their participation in recommended programs and to review their status.
4. Compiles a variety of weekly documents, which are used during the week for recreation and educational programs and scheduled inmate meetings. Provides program reports and statistics for inclusion in the Sheriff Department's annual report.
5. Oversees and coordinates the staff and programming occurring in the education wing of the Correctional Center during student class periods.
6. Administers the General Educational Development (G.E.D.) Examination to inmates who have been academically prepared. Meets regularly with the local Adult and Alternative Continuing Education staff to evaluate educational programming and to maximize class offerings.
7. Prepares a variety of correspondences to document educational achievements and to respond to other correctional facilities' requests for inmate educational records. Enters and updates information into the computer database.
8. Consults with inmate family members, community agencies, educational institutions, and correctional facilities in reference to inmate programs.
9. Assists inmates with enrollment procedures into Lansing Adult Education classes. Administers diagnostic academic testing.

10. Maintains a variety of files on inmate group meetings, testing, and other program areas.
11. Participates in disciplinary hearings to review the conduct violations of inmates.

Other Functions

12. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications

Education: Possession of a Bachelor's Degree in Sociology, Psychology or a closely related area.

Experience: Two or more year's experience working in a correctional setting or in a related capacity providing familiarity with the correctional system programs and operations.

Other Requirements: Certification as a G.E.D. tester desirable.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and retrieve information from a computer.

Ability to access all areas of the jail.

Working Conditions:

Exposure to inmates in various states of hygiene and emotional condition.

Exposure to verbal and physical assaults of inmates and others.

Dealing with inmates with various mental disorders.

Exposure to airborne and blood borne diseases that may be carried by inmates.