

COORDINATOR OF PROGRAM SERVICES
West Texas Community Supervision and Corrections Department
800 E. Overland, Suite 100
El Paso, TX 79901
(915) 546-8120
www.epcounty.com

Reports directly to the Department Director and the Community Intervention Center Director, Administrative Liaison for the Victim Services Program. Coordinates and participates in program planning in conjunction with department Director and administrators. Plans and develops new department programs in conjunction with department Director and administrators. Develops and writes the Community Justice Plan for department, with input from department Director and administrators. Revises Community Justice Plan to include addition of new programs and services as needed. Ensures program compliance with Community Justice Plan through program reviews, audits and statistical analysis. Coordinates the development and updating of the department's progressive sanctions model. Researches and writes grants to fund new programs as well as funding for the continuation of existing programs. Receives requests for proposals and contract announcements and develops proposals, to include budgets, narratives, program objectives, and collateral materials, with input from appropriate department staff. Submits grants and contract bids in a timely manner and responds to all requests for additional information from the source agency. Maintains suspense dates to assure the meeting of deadlines for grant applications for new and ongoing programs. Compiles output and outcome data and statistically analyses it to determine the success of new and existing programs. Analyzes outcome and output data to measure effectiveness of existing programs and to evaluate fulfillment of program objectives. Monitors all contracts and grants of the department for compliance with the TDCJ-CJAD Contract Manual, ensures program effectiveness of all contracts/grants, and reports problems to department Director and/or appropriate administrators. Oversees department and program compliance with TDCJ-CJAD Standards, Fiscal Manual, Contract Manual, and monitoring/audit procedures. Conducts internal program monitoring and/or audits and external vendor monitoring and/or audits, as assigned by department Director, to ensure compliance with all applicable standards. Provides staff support to department managers regarding TDCJ-CJAD Standards, Fiscal Manual, Contract Manual, and audit procedures. Serves as liaison with TDCJ-CJAD regarding Standards, program audits and contract monitoring. Develops realistic and attainable output and outcome measures to monitor new programs. Reviews and modifies as needed output and outcome measures for existing programs in coordination with department Director and administrators. Coordinates evaluation activities of department with department Director and administrators through planning meetings, written documents and presentations. Investigates complaints against service providers as directed by the department Director. Supervises and coordinates all staff and activities within the Victim Services (VSP). Oversees the timely completion of all staff functions of the VSP. Serves as an advocate for victims by ensuring victims and afforded their rights. Represents the department within the community and at the state level on committees, special projects, etc., related to victim services and victim rights. Maintains compliance with all grant conditions and requirements as related to all VSP funding. Represents the department by conducting presentations within the community and at the state level regarding victim services and victim rights. Oversees all activities related to Victim Impact Panels and Victim Mediations. Testifies

as needed as an expert witness as related to victim services and victim rights. Completes all statistical reports, etc., as required by TDCJ-CJAD, the Criminal Justice Division, Office of the Attorney General and other agencies. May be assigned additional duties not explicitly set out herein but which adhere to specific job guidelines.

Salary: \$52,155.00 annually, plus a generous benefits package.

BACKGROUND INVESTIGATION WILL BE CONDUCTED. Job application, resume and college transcript must be turned in at 800 E. Overland, Suite 204. Application Deadline: UNTIL FILLED

Qualifications: Master's degree from an accredited institution of higher education in criminal justice, corrections, counseling, law, social work, psychology, sociology, public administration or related field. A Bachelor's degree in a related field **and** two **additional** years of experience of the type outlined below may be substituted for the Master's degree.

Must have equivalent of one year of fulltime experience in program planning and evaluation, contract monitoring, grant writing, and/or auditing in community corrections, or related field. Must be familiar with the CSCD and TDCJ-CJAD mission and goals.

Ability to communicate well in written and spoken English. Must have favorable background investigation. Must be computer literate, with proven experience in software applications of word processing, database, graphics, statistics, and spreadsheet programs.