



**TRANSITION
CENTER**

GREAT FALLS PRE-RELEASE SERVICE INC. :

**Start: \$12.30
After Prob: \$13.18**

JOB DESCRIPTION

COMPLIANCE OFFICER

QUALIFICATIONS:

KNOWLEDGE:

Techniques of interpersonal relations. Must maintain personal hygiene, proper personal appearance and behavior.

ABILITIES:

Able to lead others in the performance of assigned duties, understand and be sensitive to the needs of the residents assigned. Able to learn and enforce security procedures and rules, apply and enforce policies, able to follow instructions and problem solve. Ability to input and access data on a computer. Ability to operate vehicles in a safe and prudent manner.

EDUCATION and EXPERIENCE:

High School graduate or equivalent. Must possess basic understanding in the techniques of interpersonal relations. Previous experience working in human services is beneficial while experience in the field of corrections is preferred. Must possess a valid Montana driver's license.

SUPERVISION RECEIVED:

Works under the broad policy guidance and direction of the Compliance Officer Supervisor or Assistant.

SUPERVISION EXERCISED:

Compliance Officers (CO's) will have a supervisory role over residents and Jail Alternatives housed in the Center to include visitors requesting to see these individuals. Compliance Officers will be required to maintain oversight of all visitors to the extent needed to maintain security and safety.

WORKSITE AND CONDITIONS:

The worksite consists of three Security/Counseling correctional facilities located in Great Falls, Montana. The facilities are residential in nature, housing non-violent, adult male and female offenders. The Center also operates a Jail Alternative program for adult male/female clients and a Community Service program involving adjudicated males and females.

SUMMARY OF WORK:

The CO is responsible for the safe, efficient operation of the Pre-Release Center to include para-professional social services duties in support of the Correctional Treatment Specialists and their assigned residents.

MAJOR DUTIES and RESPONSIBILITIES:

1. **Oversee the daily activities of residents and clients of the Center.**
2. **Assist in the treatment of the residents by monitoring and supporting the established treatment program.**
3. **Handle emergency situations as required to include all safety and security concerns.**
4. **Issue warnings and prepare disciplinary reports of incidents that occur during the shift.**
5. **Report concerns regarding behavior changes or incidents to senior staff.**
6. **Provide crisis intervention as required, to maintain orderly operation of the Center.**
7. **Assist in the orientation and training of new employees, residents, interns and volunteers.**
8. **Maintain safety and security in the Center within the scope of assigned functions.**
9. **Provide transportation as required.**
10. **Make authorized purchases on behalf of the Center.**
11. **Perform general computer duties as well as various other administrative duties to insure a smooth, efficient operation.**

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- 12. Provide input to the CO Shift Leader which may lead to changes in policy or procedures.**
- 13. Make computer or log entries to properly document daily activities including all resident and client sign in/out procedures.**
- 14. Perform accountability of residents/clients' whereabouts through head counts, walk throughs, pass checks and employment checks. This shall include clients on electronic monitoring, home confinement and transitional living status. Visual or telephonic checks as necessary.**
- 15. Conduct periodic urinalysis and breath testing of residents and clients.**
- 16. Advise Correctional Treatment Specialist staff of noteworthy client related issues such as changes in medications, mood swings or obvious attitude disorders which may affect their ability to properly complete their program while assigned to the Center.**
- 17. Perform random room and area contraband inspections.**
- 18. Perform routine maintenance and repair functions as directed by the Supervisor.**
- 19. Maintain and post various forms and properly maintain equipment.**
- 20. Prepare and update duty rosters assigning household duties to residents on a weekly basis. Assign additional duties as required.**
- 21. Supervise and perform follow-up on completeness of required resident duties on a daily basis.**
- 22. Maintain control and monitor the proper dosage of both prescription and non-prescription drugs and medication.**
- 23. Responsible for receiving and accounting for monies turned into the Center by residents or clients of the Center.**
- 24. Reproduce and collate files and papers as necessary.**
- 25. Take fingerprints and photos of new residents and clients.**
- 26. Monitor and as necessary transfer telephone calls to necessary personnel using established phone etiquette.**
- 27. Thoroughly in-process/out-process clients.**
- 28. Perform additional duties as assigned.**