

Promoting Justice. Impacting Society. Changing Lives.

Job Opening

SPLIT SENTENCE SCREENER

Community Partners In Action

Waterbury

Overview:

Community Partners in Action is a non-profit agency that is building the community by providing services that promote accountability, dignity and restoration for people affected by the criminal justice system.

Position Requirements:

Four-year degree or two year degree and experience in criminal justice work. Strong oral and written communication skills; ability to conduct interviews, record and verify information; strong interpersonal skills; ability to utilize office automation systems. Requires frequent travel to CT prisons. Must have own reliable car and valid CT driver's license. Must be able to obtain and maintain required DOC clearances.

Essential Functions and Basic Duties:

- Conduct intake interviews with offenders prior to their release according to CSSD guidelines.
- Update pertinent offender information that will include the offender's intended address upon release, phone number and DOC counselor.
- Review all the conditions of probation with the offender.
- Provide offender with copy of intake form upon completion of interview.
- Prepare reports and correspondence as required.
- Maintain automated records and logs.
- Meet with offenders post release in conjunction with probation officer.
- Monitor post release conditions as required.
- Perform case management-related duties as may be required.
- Perform duties of all other staff, as designated.

To Apply:

Send a resume to the Human Resources Director by fax to 566-8089 or by email to resumes@cpa-ct.org (MS Word documents only) or by mail to Community Partners in Action, 110 Bartholomew Ave, Suite 3010, Hartford, CT 06106.

POSTING PERIOD: Monday, November 23, 2009-Monday, December 7, 2009

CT Job ID number: 10073954

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View other job listings on the CT Job Central website at www.jobcentral.org/ct.

