

Job Posting

Department: 25	- Probation & Parole
Organization: 259310	- Spcld Srvs Cmy Outrch Div
Job Code/Title: 460300	- Parole Agent 1 (ASCRA)
Position Number: 289476	
Announcement Number:	2015-145
County:	Lycoming
Work Location:	450 LITTLE LEAGUE BOULEVARD, WILLIAMSPORT, PA 17701
Type of Job:	Civil Service
	Union: AFSCME
Bargaining Unit:	G4
Seniority Unit:	Williamsport District Office
Type Position:	Permanent / Full Time
Salary Range:	\$42,709 - \$64,908
Pay Schedule / Range:	ST / ST06
Posting Length:	15 days
Posting Dates:	8/4/2015 - 8/18/2015
Contact Number:	(717)787-5699 ext:1346 or ashlgruber@pa.gov
Information:	ASCRA - Assessment, Sanctioning and Community Resource Agent
This is a 40 hour work week.	
New agents hired with this posting will be subject to overnight vehicle location and mileage restrictions. Such restrictions will be provided at or prior to job offer.	
Parole Agents applying for this position MUST meet the required 2-year commitment within their appointing seniority unit by the closing date of the posting.	
New employees to the Board or current employees not previously fingerprinted during PBPP employment will be fingerprinted during the hiring process.	
This position is eligible for full retirement benefits at age	

This position uses the Commonwealth Law Enforcement Assistance Network (CLEAN) to perform duties. The selected applicant will need to obtain and maintain a CLEAN certificate.

Description of Duties: This is a professional position that coordinates reentry activities of offenders, including those offenders within specialized populations, entering communities who are under the supervision of the Pennsylvania Board of Probation and Parole.

This position also maintains information concerning individual and group treatment available to offenders in the community. District ASCRA's also serve as the local expert in matters pertaining to Evidence Based Practices and how they relate to supervision planning. In addition, ASCRAS serve as an advisor to district supervisor and managers in matters relating to the sanctioning activities of offenders under the supervision of the Board of Probation and Parole.

Develops liaisons and networks with parole agents, community service providers, employers, education institutions, staff in correctional institutions, psychiatric facilities and after care agencies in order to develop training, supervision and treatment options for offenders.

Research and analyze general and specialized community programs to establish program direction and goals.

Recommends training and occupational placement to offenders and provides advice and guidance on job retention.

Serves as a district resource person and coordinating point of contact for all treatment needs and community service programs.

Works with community organizations to develop new and innovative approaches to addressing the problems created by substance abuse, lack of adequate housing and employment, etc.

Works with PBPP institutional staff to connect offenders to the available community resources prior to release as part

of their transition plan, to include locating housing, treatment and other services for offenders.

Explains program goals and objectives to individual public agencies and other community organizations to gain understanding, cooperation and support.

Provides advice and guidance to Parole Agents, Supervisors and Managers pertaining to best practices and evidenced based supervision strategies.

Works with parole agents to make appropriate recommendations concerning supervision and treatment options.

Works with social services agencies, hospitals, clinics, courts, community resources and faith based entities in meeting the needs of offenders and assists them in the utilization of these resources.

Performs assessments on offenders and ensures appropriate referrals to treatment are made.

Meets with offender's family members individually or in group settings to secure necessary background information and counsels both concerning areas of mutual need.

Encourages offenders to cooperate in the recommended treatment programs and provides reassurance and support as needed.

Interacts with unit supervisors, deputy district directors and district director during administrative conferences to promote consistency of sanctioning activities upon offenders.

Plans and conducts treatment, offender skill building activities (cognitive behavioral groups) and counseling services for offenders on an individual and group basis.

Evaluates community-based programs designed to reintegrate offenders to facilitate their successful completion of parole supervision.

Analyzes, interprets, and reports research results pertaining to current treatment trends.

Plans and develops offender information programs to disseminate information pertaining to the advantages and accomplishments of community-based programs and provide information.

Maintains a Community Resource Directory of available services.

Evaluates policies and procedures with respect to community-based programs and recommend means to better coordinate with individual units and districts.

Performs related work as required.

Essential Functions: Available upon request.

Last Date Job Applications Will Be Accepted: **Tuesday, August 18, 2015**

THIS IS AN ENTRY LEVEL POSITION

Recruitment Method(s):

Applicants must meet one (or more) of the following method(s) to be considered for this vacancy:

- Civil Service Lists (Fill by examination in accordance with collective bargaining.)
- Transfer
- Reassignment
- Voluntary Demotion
- Reinstatement

Eligibility - all candidates

1. Meet the minimum experience and training required for the job: Two years as a Parole Investigator or an Institutional Parole Assistant, and an associate's degree in criminal justice, law enforcement, sociology, social work, legal studies, psychology or a related field;
or
A bachelor's degree in criminal justice, law enforcement, sociology, social work, legal studies, psychology or a related field;
or
An equivalent combination of experience and training.

NECESSARY SPECIAL REQUIREMENT: Possession of a valid non-commercial Pennsylvania Class C driver's license or equivalent.

2. Be a resident of Pennsylvania.
3. Be eligible for selection in accordance with Civil Service rules.

How to apply - all candidates:

The following materials must be mailed and postmarked on or before **Tuesday, August 18, 2015**:

1. Completed [Civil Service Application](#) (0.40 MB)
2. Most Recent Employee Performance Review
3. [PBPP Bid Form](#)
4. For Voluntary Demotion Candidates - A memo/letter indicating you will accept the appropriate reduction in salary.

Failure to comply with the application requirements will eliminate you from consideration for this position.

The required documents must be received by or U.S. postmarked by the close of business on the closing date of this posting. Applicants using the interoffice mail system must allow sufficient time to be received by the closing date. Late applications will not be accepted.

If interested in applying by mail, please send above specified materials to:

**Board of Probation and Parole
Bureau of Human Resources
1101 South Front Street, Suite 5600
Harrisburg, PA 17104-2522**

APPLICATIONS MAY BE FAXED TO: (717) 772-4185

Individuals who wish to request an accommodation may contact the Disability Services Coordinator at (717) 787-5699 x1325.

The Commonwealth of Pennsylvania is proud to be an equal opportunity employer supporting workforce diversity.

