



COUNTY OF LEBANON

Job Announcement

Posting Date: October 16, 2024

Position:	Work Release Assistant Counselor
Department:	Lebanon County Correctional Facility 730 E. Walnut Street Lebanon PA 17042
Available:	Immediately
Bargaining Unit:	NONE
Hours:	Approx. 8:30AM- 4:30PM, Monday through Friday
Pay Grade:	13 (Non-Union Pay Chart)
Salary Range:	\$1,516.0454 Bi-weekly
Full-Time Employee Benefits:	*Paid health, Vision, Prescription, and Dental insurance *Paid Life insurance *Paid Holidays *Paid-time-off *Pension retirement plan <i>Optional benefits:</i> *Deferred Compensation plan, Whole Life, Short Term Disability, Critical Illness, Accident, Cancer, and Pet insurance plans available

➤ **A County of Lebanon Application must be completed for consideration.**

Resume is recommended, however, is optional unless otherwise stated below.

➤ **Applications will be accepted through November 6, 2024.**

BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:

The primary purpose of this position is to aide in supervision of the work release program as well as maintaining accountability of the work release participants. Additionally, this individual assists in assessing and classifying all the legally committed inmates to LCCF, while recommending a plan of treatment for the incarcerated individual. Works with the Deputy Warden of Treatment and the Director of Work Release in the development and initiation of any new polices or procedures deemed necessary for completion of re-entry, correction/rehabilitation of the incarcerated population.

MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:

Completion of bachelor's degree in one of the behavioral sciences, criminal justice or administration supplemented with coursework in counseling. Good knowledge of modern principles and practices of counseling and penology as they relate to the incarcerated inmate. Ability to conduct detailed studies and to prepare reports. Must be able to type with speed and accuracy, work with computer programs including but not limited to: Microsoft Word, Outlook, and Excel. Ability to read, write, speak, and understand the English language and Spanish is an asset. * If hired, must be willing to attend the Department of Corrections accredited Correctional Training Academy classes as designated by Warden or designee. PA Driver's license is required.

Application and resume submission options:

1.Scan and email your application and resume directly to: Human Resources
Email: Apply@lebanoncountypa.gov

2.Mail:
ATTN: Lebanon County Human Resources
Room 200
400 S. 8th Street,
Lebanon, PA 17042

3.Fax: (717) 675-2668

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