

NOTICE OF JOB OPENING

GRANT POSITION

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| Posting Begins | December 2, 2021 | Posting Ends | February 2, 2022 |
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| Position Title | PROGRAM COORDINATOR (Cognitive Education Coordinator) |
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| Department | Community Corrections | Division | Programs |
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| | New Position | X | Full-time | 40 | Hrs./Week |
| X | Replacement | | Part-time A | | Hrs./Week |
| | Seasonal Temporary | | Part-time B | | Hrs./Week |

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| Location of Position | 812 N. 7 th Street Kansas City, KS 66101 |
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BRIEF JOB DESCRIPTION: This position will coordinate the cognitive education unit, supervise subordinate staff and provide direct services to an offender population. This position is directly responsible for coordinating and facilitating a variety of dosage specific cognitive-behavioral education programs to adults and youth under the supervision of the Department of Community Corrections. Consistent quality delivery of cognitive services to probationers is required in accordance with the evidence based practice model. This position will ensure that probationers are being correctly identified, assessed, and taught.

MINIMUM QUALIFICATIONS: Bachelor's Degree in criminal justice, corrections, or other human/social services field plus three years of relevant experience related to cognitive instruction, offender instruction, case management, or counseling or an equivalent combination of education and experience. Direct supervisory experience preferred. Understanding of the role substance addiction plays in the cognitive process. Knowledge of applicable local, state, and federal laws and regulations. Ability to effectively communicate in both written and oral presentations.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

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| Salary Range | \$4,160.56-\$5,564.83/mo. | PI # | 6112 | Class. Code | 1417 |
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Extend 1/20/2022

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.

PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY

The Unified Government of Wyandotte County/Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.

EOE

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