



**Treasure
Valley** COMMUNITY
COLLEGE

TVCC is a comprehensive community college dedicated to promoting student success.

RECRUITMENT ANNOUNCEMENT

Intake Orientation / Placement Coordinator

(Two Rivers Correctional Institute)

PAY - \$42,430

JOB TYPE - Full-time

DEADLINE - Open until filled

LOCATION - Umatilla, Oregon

DEPARTMENT - Corrections

REPORTS TO - Director of Correctional
Education

Come work for us! Working for TVCC comes with many exciting benefits. With 11 annual paid holidays, Friday's off in the summer, Christmas break for all employees, generous vacation and sick leave along with a great selection of medical, dental and vision plans to choose from (for eligible employees and their dependents), retirement benefit (for eligible employees) and much more, choosing to work for TVCC will be a great step in your career. We invite you to apply and experience the benefits of a thriving community college that values each employees' contributions to its success!

A little about us... TVCC welcomes you to Ontario - where Oregon begins! TVCC was founded in 1962 and is located on a 90-acre campus near the center of Ontario, Oregon. TVCC currently employs around 150 full-time faculty and staff. TVCC's campuses and centers extend to several locations throughout Oregon and Idaho: Caldwell (Idaho), Burns (Oregon), Snake River Correctional Institution, Warner Creek Correctional Facility, Eastern Oregon Correctional Institute, Powder River Correctional Facility, and Two Rivers Correctional Institution. Ontario is an agriculturally based city of over 11,000 people, with a service area population of over 60,000. Ontario is situated in the Treasure Valley and located about 60 miles west of Boise, Idaho. The Treasure Valley offers many outdoor opportunities for the entire family, including fishing, boating, hunting, camping, skiing and sightseeing.

POSITION SUMMARY

Guided by the principles that emphasize educational programs and student success, this position will advise and assist student Adults in Custody with registration, scheduling and placement into appropriate classes; administer and interpret placement exams.

QUALIFICATIONS

MANDATORY: High School Diploma with at least two years of office management experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. Advanced knowledge of office practices, operation of office equipment, including applications of software sufficient to instruct in their proper use, general accounting practices, appropriate telephone etiquette, spelling, business English, and grammar. Must be self-motivated, have organizational skills, and the initiative to work independently to meet deadlines. Must have effective oral and written communication skills. Must be or become familiar with policies and programs related to department served. Security access to TRCI is required.

PREFERRED: Associate degree and/or Completion of Automated Office Procedures Certificate Program. Previous experience within a community college and/or correctional facility. Previous "lead" or supervisory experience.

SPECIAL CIRCUMSTANCES: Must be able to pass and maintain LEDS security clearance and be approved to enter Oregon Department of Corrections facilities.

ESSENTIAL FUNCTIONS

Review appropriate inmate information to determine eligibility for education programs.

Assess, advise, and assist inmates in fulfilling the requirement of their Oregon Corrections Plan.

Develop, monitor, and maintain education waiting lists.

Administer assessment necessary for appropriate program placement.

Conduct follow-up interviews with inmates and interpret and review assessment results with the inmate as needed.

Refer qualified inmates to appropriate program for placement.

Plan and conduct student-inmate orientations on educational programs, policies, and procedures.

Interpret program regulations and/or requirements and refer inmates to needed supportive services.

Maintain student records and prepare reports as needed.

Assist inmate in the transfer process. Work with education staff and corrections counselor during the transfer.

Maintain up-to-date knowledge of program policies, procedures, special programs, and other Department of Correction (DOC) educational activities.

Compile and study occupational, education, and economic information to assist inmates in making and carrying out vocational and educational objectives.

Collect and evaluate information about inmates' abilities, interests, and personality characteristics using records, tests, and interviews.

Review student-inmate misconduct reports requiring disciplinary action and counsel student-inmates to ensure conformance to policies.

Attend and participate in mental health treatment team meetings to coordinate education services for the identified developmentally delayed inmates within Special Housing.

Act as TVCC liaison with other agencies to exchange information between academic institutions and in the community.

Market available education programs. Supervise the creation of publication/promotional materials as needed.

Follow all safety rules and procedures for work areas.

The above description covers the most significant duties performed but does not include other related occasional work.

TERMS OF EMPLOYMENT

This is a full-time, Professional (grant funded), exempt position. Work scheduled is generally Monday-Friday (8:00 am- 5:00 pm) but may occasionally need to work a flexible schedule, which may include evenings or as assigned by the Director of Correctional Education.

This position is funded by an intergovernmental cooperative service agreement contracted with the Oregon Department of Corrections. The person staffing this position will work within the confines of Eastern Oregon Correctional Institution. This person must pass all security screening criteria as established by the OR DOC and TRCI prior to and during the term of employment. This position is completely dependent upon sufficient available funds from OR DOC to support the position and is subject to termination in accordance with the terms and conditions of the Intergovernmental Cooperative Education Services Agreement between TVCC and OR DOC. TRCI is a drug free/tobacco free institution.

VETERANS PREFERENCE

Applicants are eligible for a Veteran's Preference in accordance with Oregon law. Preference will be given only if the applicant meets the minimum qualifications of the position and submits the required documentation at the time of application. You can request copies of your military service records through the National Archives website at <http://www.archives.gov/veterans/military-service-records/>.

The College reserves the right to reject all applicants and ask for a re-opening of the position or make a direct appointment.

TREASURE VALLEY COMMUNITY COLLEGE IS AN EQUAL OPPORTUNITY EDUCATOR AND EMPLOYER

It is the policy of the Treasure Valley Community College Board of Education and the College that there will be no discrimination or harassment on the basis of race, color, sex, marital status, sexual orientation, gender identity, religion, national origin, age or disability in any educational programs, activities or employment. Lack of English language skills will not be a barrier to admission and participation in career and technical education programs. Persons having questions about equal opportunity and non-discrimination should contact the Human Resources Director located in the Performing Arts Center on the south side of the Four Rivers Cultural Center building, or call (541) 881-5838 or TDD (541) 881-2723.

Es la póliza de la Junta de Educación de "Treasure Valley Community College" que no habrá tolerancia a la discriminación ni acoso por motivos de raza, color de piel, género, estado civil, orientación sexual, identidad de género, religión, nacionalidad, edad o discapacidad en cualquier actividad relacionada al estudio, o empleo. La falta de habilidades en el idioma inglés no será barrera para la admisión y ser participe en programas de carreras técnicas y profesional. Individuos que tengan preguntas sobre oportunidades y no discriminación deben ponerse en contacto con el Director de Recursos Humanos ubicados en el "Performing Arts Center" en el lado sur del edificio "Four Rivers Cultural Center". Teléfono (541) 881-5838 o TDD (541) 881-2723.