

# Job Posting

**Department:** 25 - Probation & Parole  
**Organization:** 259510 - SCI Camp Hill  
**Job Code/Title:** 460300 - Parole Agent 1 (Re-entry)  
**Position Number:** 253849  
**Announcement Number:** 2015-129  
**County:** Cumberland  
**Work Location:** SCI Camp Hill  
Box 8837  
Camp Hill, PA 17001  
**Type of Job:** Civil Service  
**Union:** AFSCME  
**Bargaining Unit:** G4  
**Seniority Unit:** State Correctional Institution-Camp Hill  
**Type Position:** Permanent / Full Time  
**Salary Range:** \$42,709 - \$64,908  
**Pay Schedule / Range:** ST / ST06  
**Posting Length:** 15 days  
**Posting Dates:** 5/21/2015 - 6/4/2015  
**Contact Number:** (717)787-5699 ext:1346 or [ashlgruber@pa.gov](mailto:ashlgruber@pa.gov)  
**Information:** Core work hours for this location are 8:00am - 4:45pm.  
Work hours for this position will be based on operation need.

This is a 40 hour work week position.

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 50/55.

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:** Conducts orientation of newly assigned offenders to the Transitional Unit to inform them of the pre-parole process, expectations and Board policies procedures pertaining to release.

Counsels inmates regarding impact of Board decisions on inmate's parole status and interprets Board results.

Provides case management for inmates who have been granted parole, reparole, or parole plans, disposition of detainers and other pertinent release information.

Assists offenders in formulating a primary and alternative parole plan(s), employment plans, and to obtain information required for an analysis of the offender's readiness for release.

Prepares pre-parole investigations and notifies inmates of the results of pre-parole; coordinating with district ASCRAs and community providers for special needs populations when necessary.

Facilitates offender groups relating to parole education, cognitive behavioral interventions and discharge planning.

Reviews available risk, needs assessment information to mutually develop with offenders case plans incorporating risk reducing strategies.

Assesses criminogenic needs and conditions of parole.

Develops and monitors Re-entry plan based on assessment, goals, objectives and completion criteria.

Collaborates with district ASCRAs regarding release planning and management.

Creates transitional case plan with district ASCRAs, which involves the placement of offenders in the available and required CBT groups, based on established procedure.

Provides district Parole Supervision Staff with all available information to assist with the successful re-entry transition of the offender.

Plans and ensures implementation of family reunification services when appropriate.

Identifies community resources and interagency services and ensures offenders have access to available benefits upon release by making appropriate referrals when appropriate.

Coordinates the release activities with the Department of Corrections (DOC) for the Hard to Place, Special Needs and Mental Health populations, to include transportation to home plans when necessary.

Ensures the registration of State Mandated sex offenders for Megan's Law prior to release.

Promotes medication compliance with transitioning offenders.

Provides reporting instructions to inmates upon release, explains the conditions of parole, and obtains inmates signature acknowledging their understanding and acceptance of the conditions.

Compiles reports and participates in performance improvement activities as required by the Bureau of Offender Reentry Coordination  
Reviews and assesses information regarding type, nature, and frequency of services delivered.

Reviews and analyzes program policies, procedures, rules, and regulations.

Serves as point of contact on the Enhanced Mental Health Reentry Committee(s) where established.

Prepares responses to inmate request slips.

Updates electronic record as required.

Prepares responses to questions from the public, parolees, special probation and their families concerning Board

policies and procedures.

Sends and receives emails, access information, compose documents, and perform other functions via an agency computer system.

Cooperates in providing security for the office and provides assistance if required by institutional staff in emergency situations

Participates in staff meetings and conducts in-service trainings, conferences and workshops.

Attends and participates in all mandatory annual trainings; and completes appropriate training hours each fiscal year. Performs other related duties as required.

**Essential Functions:** Available upon request.

Last Date Job Applications Will Be Accepted: **Thursday, June 4, 2015**

THIS IS AN ENTRY LEVEL POSITION

**Recruitment Method(s):**

Applicants must meet one (or more) of the following methods(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 **Thursday, June 4, 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.**

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