



IOSCO REGIONAL EDUCATIONAL SERVICE AGENCY

27 N. Rempert Rd.

Tawas City, MI 48763

Phone 989.362.3006/ Fax989.362.9076

www.ioscoresa.net

VACANCY NOTICE

POSITION TITLE: Certified Teacher & Part-time Independent Community Corrections Case Manager

This is a combined position teaching adult basic education, high school diploma and high school equivalency (GED/HiSET) using online curriculum, as well as managing community corrections cases. This is a full time position with benefits.

The teaching position is located in the Michigan Works Building in Cheboygan, MI and the Cheboygan County Jail. This position may also require travel, with paid mileage, to Rogers City and Onaway. This is a learning lab assisting online learners. The teaching portion of this position will be roughly 18-22 hours per week.

The community corrections case management portion of this position will be roughly 14-18 hours per week.

Approximately 36-40 hours per week combined.

VACANCIES: One combined full-time position (teacher and case manager for corrections).

DATE POSTED: August 4, 2023

QUALIFICATIONS:

Education: Valid Michigan Teaching Certificate.

Experience: Prefer experience working with Community Education and/or knowledge of Adult Education Programs. Must have excellent skills in communication, interpersonal relations and writing. Be detailed oriented, organized, and self-directed. Intermediate or advanced skill in MS Office, especially Outlook, Excel, and Word. Experience in working with the State's offender /program data base, COMPAS Case Manager or a similar system desired, or the ability to learn the process.

Responsibilities for Teaching:

1. Provide and supervise the instruction of students assigned (on and off campus).
2. Communicate regularly with Adult Education participants.
3. Keep appropriate records and follow required district procedures.
4. Keep up to date professionally.
5. Knowledge of educational software and online meeting platforms, preferred.

Responsibilities for Case Management:

1. Work with moderate to high risk felony offenders
2. Individual service plan development, case management, data entry, program enrollment for eligible offenders, and development of Community Corrections programming in Cheboygan County.

3. Meet with local Court and MDOC Probation program referrals to confirm eligibility, collect case file data listed above (i.e. BIR, COMPAS/PRAXIS, and Sentencing/Charge info.), meet with clients referred by MDOC to discuss case management needs, enrollment in local and Community Corrections programs, refer to appropriate programs and record all contacts made on clients' behalf.

REPORTS TO: Director of Adult Education & Program Manager of Northeast MI Community Corrections

COMPENSATION: \$22.00 per hour plus full benefits

APPLICATION DEADLINE: Until filled

APPLICATION PROCESS: Send letter of application, resume, references, and transcripts to:
Iosco Regional Educational Service Agency
Attn: R. Foster
27 N Rempert Rd
Tawas City, MI
989.362.9076 fax
Email: rfoster@ioscoresa.net

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