



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **INMATE INTERVENTION SPECIALIST**  
Grade: 12

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Responsible for planning, coordinating, and overseeing the daily activities of programs and services for inmates housed in the Hidalgo County Adult Detention Center; oversee outsourced professional staff; recruiting, interviewing, selecting and monitoring volunteers; assisting with preparation of unit budget; preparing and submitting reports; and performing related duties as required.

### **EXAMPLES OF WORK PERFORMED**

Plans and coordinates the daily activities of inmate programs and services at the jail

Oversees, trains and evaluates instructors

Recruits, interviews, and selects volunteers to provide services to inmates and monitors the work activities performed by volunteers assigned to the jail

Troubleshoots and resolves problems associated with inmate programs and services

Compiles work unit cost estimates to attain financial and material support from outside agencies for inmate programs and services

Issues supplies and ensures accountability of issued supplies

Maintains daily, weekly and monthly performance and inmate attendance records

Develops, implements and revises the curriculum of GED and continuing education classes

Prepares lesson plans

Plans and coordinates the daily activities of programs for inmates in the jail

Coordinates with community agencies to provide educational classes, supplies and special activities to program participants

Establishes potential human services referral sources and program resources by networking with community organizations and other government agencies

Counsels program participants and provides referrals to human services agencies for assistance

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Compiles and prepares annual statistical reports

Draft supporting policies, procedures and guidelines related to activities and programs implemented at the jail

Obtain and provide resource information in health, social services, short-term individual counseling, community resource planning, crisis intervention, education and other referral resources for inmates

Conduct private interviews in evaluating inmates' needs

Adhere to all Hidalgo County Sheriff's Office policies

Coordinate and assist with Clergy and Religious activities

Performs related work as assigned

### **EDUCATION AND EXPERIENCE**

Graduation from an accredited four (4) year college or university with a Bachelor's in a related field

Two (2) years related experience

Two (2) years of related experience may be substituted for one (1) year of education

### **CERTIFICATES, LICENSES AND REGISTRATION**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

### **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of basic adult education curriculum

Skills in administering inmate programs and services

Skills in understanding and applying jail standards

Ability to troubleshoot programmatic problems and correct deficiencies

Ability to establish and maintain effective working relationships with the public, co-workers, volunteers, inmates, inmate family members, County employees and officials

Knowledge of laws, departmental policies, rules, regulations, instructions and correctional literature regarding the custody of persons

Ability to understand and follow instructions

Ability to speak effectively before groups of employees, the general public and organizations

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use

hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations