



Great Falls Pre-Release Services offers a competitive, comprehensive benefit package that includes a major medical and dental health plan. GFPRS currently pays 80% of the premiums for both the health and dental plans.

Interested applicants should complete an on-line application at:

<https://gfprc.org/careers/>

Because Great Falls Pre-Release Services is a 501c3 Non-Profit, some student loans may qualify for forgiveness under the Public Service Loan Forgiveness Program. For more information, please refer to the link below.

<https://www.forgetstudentloandebt.com/student-loan-relief-programs/non-profit-student-loan-forgiveness/>

**\$13.12 per hour - 1<sup>st</sup> 1040 hours**  
**\$14.02 per hour – after 1040 hours**

**JOB POSTING**  
**COMPLIANCE OFFICER**

**WORKSITE AND CONDITIONS:**

The Great Falls Pre-Release Center is a non-profit Community Corrections worksite consisting of three Counseling campuses located in Great Falls, Montana. The campuses are minimum security and residential in nature, housing closely screened and selected for program acceptance, adult male and female felon offenders during their structured transition program for re-entry into the community. The Centers also operate a Jail Alternative program for adult male/female clients and a Community Service program involving adjudicated males and females.

**SUMMARY OF WORK:**

The Compliance Officer (CO) is responsible for the safe, efficient and effective operation of the Pre-Release Center to include para-professional social services duties in support of the Correctional Treatment Specialists and their assigned residents. The CO will be required to work as necessary at any one of the three facilities.

**EDUCATION and EXPERIENCE:**

At a minimum, must be a High School graduate or equivalent. Must possess and be able to effectively use a basic understanding in the techniques of interpersonal relations. Previous experience working in human services or related applicable field is highly desired while experience in the field of corrections is ideal. A valid Montana driver's license or the ability to obtain a Montana driver's license within 60 days of employment is required.

**KNOWLEDGE:**

The position requires the CO to effectively and productively communicate with and provide directives to Residents. Knowledge and experience obtained within any work or oversight environment of previously supervising, directing or working with individuals, can be applied to the expectations of this position. Must maintain personal hygiene, proper personal appearance and behavior.

## **Compliance Officer - Job Posting**

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### **ABILITIES:**

**Must possess the ability to provide effective oversight to Residents as it pertains to their expected behaviors, performance of assigned duties and compliance with Center rules as outlined in the Resident Handbook. Overall, this requires an understanding and sensitivity to the needs of the residents assigned. A willingness and ability to learn and enforce security procedures and rules; apply and enforce policies; able to follow instructions and; problem solve.**

### **SUPERVISION RECEIVED:**

**Works under the broad policy guidance and direction of the Shift Leader and Compliance Officer Supervisor or Compliance Officer Supervisor Assistant.**

### **SUPERVISION EXERCISED:**

**Compliance Officers will have a supervisory role over residents and Jail Alternatives housed in the Center to include visitors requesting to see these individuals. Compliance Officers will be expected and required to maintain strict supervision over visitors of these individuals to the extent needed to maintain security and safety.**

### **MAJOR DUTIES and RESPONSIBILITIES:**

**Being fully proficient in all CO duties including, but are not limited to:**

- 1. Oversee the daily activities of residents and clients of the Center. Assist in the treatment of the residents by monitoring and supporting the established treatment program.**
- 2. Handle emergency situations as required including walkaway's, suicide or other life or safety concerns. Issue warnings and prepare disciplinary reports of incidents that may occur during the shift.**
- 3. Maintain security and safety in the Center within the scope of assigned functions including the performance of random room and area inspections to insure against the existence of contraband on the Center premises.**
- 4. Perform accountability of residents/clients' whereabouts through head counts, walk throughs, pass checks and employment checks. This shall include clients on electronic monitoring where necessary.**
- 5. Report behavior changes or incidents to senior staff. Provide crisis intervention, as required, to maintain orderly operation of the Center. Maintain control and monitor the proper dosage of both prescription and non-prescription drugs and medication.**
- 6. Advise Correctional Treatment Specialist staff of important client related issues such as changes in medications, mood swings or obvious attitude disorders which may affect their ability to properly complete their program while assigned to the Center.**
- 7. Maintain and post various forms and properly maintain equipment. Prepare and update duty rosters assigning household duties to residents on a weekly basis and assign additional duties as required. Supervise and perform follow-up on completeness of required resident duties on a daily basis.**
- 8. Assist in the orientation and training of new employees, residents, interns and volunteers. Perform general typing/computer duties as well as various other administrative duties to insure a smooth, efficient operation.**

- 9. Make computer or Log entries to properly document daily activities including all resident and client sign in/out procedures. Thoroughly in-process/out-process Residents. Reproduce and collate files and papers as necessary. Perform routine maintenance and repair functions as directed by the Supervisor.**
- 10. Responsible for receiving and accounting for monies turned into the Center by residents or clients of the Center. Provide transportation as required. Make authorized purchases on behalf of the Center. Provide inputs to the CO Shift Leader which may lead to changes in policy or procedures.**
- 11. Conduct periodic urinalysis and breath-testing of residents and clients. Take fingerprints and photos of new residents and clients entering the Center.**
- 12. Perform additional duties as assigned.**