



Pennington County
Aca and PREA Coordinator
(Non-Exempt B22)

Position Objective:

The ACA and PREA Coordinator is responsible for all activities related to the facilities American Corrections Association Accreditation (ACA) and Prison Rape Elimination Act (PREA) compliance for the Pennington County Jail and Western South Dakota Juvenile Services Center. This position also assists with PREA compliance for residential clients housed at the Restoration Center. As the primary coordinator for two task and regulation heavy standards, the ACA and PREA Coordinator is responsible for continual review, updates and reporting to ensure compliance.

Essential Functions:

- Ensures ACA standards are being met and maintained within the different areas of the facility to include medical and training.
- Prepares, schedules, assigns, collects, and reports on ACA and PREA standards.
- Provides interpretation of ACA and PREA standards, policies, procedures and regulations to assist in decision making for maintenance of program functions.
- Develops and maintain relationships with other local, state and federal agencies.
- Instruction of new employee PREA Training.
- Assisting with building, training and testing of records management system
- Assigns, collects, revises, distributes and maintains jail policy and procedure.
- Reviewing records management system data on a daily basis for billing and statistical errors.
- Prepares and updates inmate handbook and orientation video
- Assists general public with questions related to inmates, policy, general procedures as needed
- Attending training and meetings as required
- Attending meetings and taking minutes as needed
- Adhering to policy and procedures
- Performing additional duties as assigned
- Oversees the completion and submission of required statistics

This job specification should not be construed to imply that these requirements are the exclusive duties of the position. Incumbents may be required to follow any other instructions, and to perform any other related duties, as may be required.

Experience and/or Education Required:

- HS Diploma or GED
- Working knowledge of the Sheriff's Office operations and three years of progressively responsible work involving planning and organizing the work flow of an office.
- Ability to interpret Accreditation and PREA Standards
- Three years of records management system navigation
- Proficient in Microsoft Office Suite

- SD Driver's License (within 90 days of moving to SD)

Working Environment:

- The work is typically performed while sitting at a desk while intermittently sitting, standing, or stooping.
- The work is typically performed in an office with routine movement throughout a secure detention facility. This will include exposure to offensive smells, sights, verbal and potential physical aggression.
- The typical work schedule is day-time hours Monday through Friday.
- Travel will be required between worksite facilities and occasional out-of-state overnight travel for training and conferences.

Physical Requirements:

While performing the duties of this job, the employee is regularly required to sit; use hands; talk and hear. The employee is frequently required to walk, sit and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.