Job Class: Security Counselor

Job ID: 29949
Location: Moose Lake
Full/Part Time: Full-Time
Regular/Temporary: Unlimited
Who May Apply: Open to all qualified job seekers
Date Posted: 01/07/2021
Closing Date: 06/30/2021
Hiring Agency/Seniority Unit: Department of Human Services / 4ML - DHS Moose Lake AFSCME
Division/Unit: Direct Care & Treatment Services / Minnesota Sex Offender Program
Work Shift/Work Hours: Varies
Days of Work: Varies
Travel Required: No
Salary Range: $21.04 - $27.63/hourly; $43,932 - $57,796 /annually
Job Class Option: None
Classified Status: Classified
Connect 700 Program Eligible: Yes

Job Summary

This announcement will be used to fill multiple, permanent, full-time and intermittent (on-call), Security Counselor vacancies within the Minnesota Sex Offender Program (MSOP) in Moose Lake. The shifts may be day, rotating (day/evening), or overnight. Applications received from this posting will be used to fill current and future vacancies in this job class at the Department of Human Services through 06/30/2021.

Job duties and responsibilities for the Security Counselor position includes:

- To ensure safety, security, and control is maintained within the facility through consistent and systematic application of established policies/procedures.
- To provide and ensure consistent, fair and humane treatment of clients during the course of daily activities.
- To provide and receive information in an accurate, timely and dependable manner.
- To be competent in the use of security, electrical, mechanical, electronic, and all other equipment associated with the position.
- To be prepared for and respond to any unusual or emergency situations.
- To act in a professional manner and set a good example both on and off the job.
- To use time wisely and to the benefit of the facility.
- To be knowledgeable of and support facility post orders, operating guidelines, instructions, security procedures, and division directives that apply to the duties assigned and to enhance operational methods.

Minimum Qualifications:

- Possess a high school diploma or GED.
- Demonstrated writing skills including writing legible notes.
- Basic computer skills.
- Ability to read and write English sufficient to understand and follow directions and to maintain records and documentation.
Preferred Qualifications:

- Associate’s or Bachelor’s degree; OR
- One (1) year of volunteer/work experience which demonstrates skills in human relations capacity sufficient to assist in the resolution of disputes; provide ongoing support and direction to clients and facilitate living, social, and leisure activities.
- Ability to implement treatment strategies, and recognize and report sudden behavioral and physical changes to appropriate staff OR training in therapeutic intervention and behavior management.

Additional Requirements

To facilitate proper crediting, please ensure that you clearly describe your experience in the areas listed above.

REFERENCE/BACKGROUND CHECKS - The Department of Human Services will conduct reference checks to verify job-related credentials and criminal background check prior to appointment.

EDUCATION VERIFICATION - Applicants will be required to provide a copy of their high school diploma at time of interview OR copies of their college transcript or college degree/diploma at time of interview. Copies of the college degree/diploma are acceptable ONLY if it clearly identifies the field in which it was earned.

Why Work For Us

GREAT BENEFITS PACKAGE! The State of Minnesota offers a comprehensive benefits package including low cost medical and dental insurance, employer paid life insurance, short and long term disability, pre-tax flexible spending accounts, retirement plan, tax-deferred compensation, generous vacation and sick leave, and 11 paid holidays each year.

Our mission as an employer is to actively recruit, welcome and support a workforce, which is diverse and inclusive of people who are underrepresented in the development of state policies, programs and practices, so that we can support the success and growth of all people who call Minnesota home.

How to Apply

Click “Apply” at the bottom of the page. If you have questions about applying for jobs, contact the job information line at 651-259-3637.

For additional information about the application process, go to http://www.mn.gov/careers.

Contact

If you have questions about the position, contact Justin Joslin at justin.l.joslin@state.mn.us.

If you are a Connect 700 applicant, please email your certificate and the job ID to Heidi Peura at hei.de.peura@state.mn.us by the position close date.

If you are an individual with a disability and need an ADA accommodation for an interview, you may contact the Department of Human Services’ ADA Coordinator at 651-431-4945 for assistance.

AN EQUAL OPPORTUNITY EMPLOYER
The State of Minnesota is an equal opportunity, affirmative action, and veteran-friendly employer. We are committed to providing culturally responsive services to all Minnesotans. The State of Minnesota recognizes that a diverse workforce is essential and strongly encourages qualified women, minorities, individuals with disabilities, and veterans to apply.

We will make reasonable accommodations to all qualified applicants with disabilities. If you are an individual with a disability who needs assistance or cannot access the online job application system, please contact the job information line at 651-259-3637 or email careers@state.mn.us. Please indicate what assistance you need.