

## **Champaign County Job Description**

**Job Title:** PREA Coordinator

**Department:** Probation and Court Services

**Reports to:** Superintendent - JDC

**FLSA Status:** Full-Time, Exempt

**Employment Status:** Non-Bargaining Unit

**Grade Range:** J

**Prepared Date:** August 2025

### **SUMMARY**

Under the supervision of the Superintendent the PREA Coordinator is responsible for developing, implementing, and maintaining a reporting program in accordance with the Prison Rape Elimination Act (PREA), serves as point of contact for all PREA issues; ensures compliance with applicable state and federal mandates; responsible for maintaining current knowledge of all applicable standards and Department policies and procedures.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

Include the following. Other duties may be assigned.

- Examines, reviews, and audits department records and data to ensure compliance with PREA mandates IDOJJ Standards and AOIC Standards. Reviews reports and investigations to ensure completeness, accuracy, and adherence to PREA standards, IDOJJ Standards and AOIC Standards. Advises as needed, answers staff questions and directs revisions and corrections.
- Writes, revises, and updates policies and procedures involving PREA standards. Annually reviews policies for effectiveness and possible standard deficiencies. Advises staff regarding implementation or interpretation of PREA policies.
- Updates policies and recommend new policies and procedures based upon concepts and trends in juvenile detention in compliance with state, federal, and local laws and ordinances.
- Provides training in all aspects of PREA, both classroom and online, for new hires, existing staff, supervisors, volunteers, contractors, and anyone who may have contact with residents. Provides ongoing training for all residents in custody through brochures, posters, videos, and in person when needed. Develops PREA training lesson plans and presentations as needed.
- Serves as the primary liaison and point person on the Prison Rape Elimination Act and coordinates all compliance efforts and reporting requirements required by the Act.

- Receives all allegations of sexual abuse and sexual harassment from residents or independent outside entities and in consultation with the Superintendent, determines whether the investigation will be conducted administratively or via referral to law enforcement or another entity. Conducts all PREA related administrative investigations.
- Along with the Superintendent, ensures compliance with all regulatory standards. To include but not limited to the Illinois Department of Juvenile Justice, Administrative Office of Illinois Courts, PREA and Illinois State Board of Education.
- Coordinates scheduling of mandated audits and creates corrective action plans as needed to correct facility non-compliance.
- Provides guidance and recommendations for compliance with all standards including PREA, and continuous agency improvements in these areas to the Superintendent.
- Successfully completes other job-related duties and special projects as directed by the Superintendent.

### **SUPERVISORY RESPONSIBILITIES**

Carries out supervisory responsibilities in accordance with the County and Circuit Court's policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning, and directing work; appraising performances; rewarding, recommending for hire, and disciplining employees; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

#### **EDUCATION and/or EXPERIENCE**

- Bachelor's Degree from a four-year college or university and two years related experience and/or training.
- Experience within a Juvenile Detention Center and a Master's Degree are preferred.
- Must be on the AOIC supervisor hiring list.

#### **LANGUAGE SKILLS**

Ability to read, analyze, and interpret professional journals, technical procedures, and governmental regulations. Ability to write reports, business correspondence, and procedural manuals. Ability to effectively present information and respond to questions from employees, clients, and the general public.

### MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

### REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### CERTIFICATES, LICENSES, REGISTRATIONS

As required.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; and talk or hear. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 74 pounds. Specific vision abilities required by this job include close vision and distance vision. The employee may be required to assist in the physical restraint of a combative minor within the Center.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Conditions are atypical of normal office conditions, but typical of a secure correctional facility. Normal office conditions. Potential problems may exist with mentally ill minors and minors who do not follow rules and are subject to further sanctions. The noise level in the work environment is usually moderate.

### **NOTICE**

**This job description contains working of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered “essential functions” to a particular job or position within the job class. “Essential functions” are to be determined at the position or job level within the department.**