

Job Title: DOC Big Muddy River CC Sex Offender Treatment Program Administrator

Job Requisition ID: 50501

Closing Date: 11/06/2025 11:59pm

Agency: Department of Corrections

Class Title: PUBLIC SERVICE ADMINISTRATOR - 37015

Skill Option: Health and Human Services

Bilingual Option: None

Salary: Anticipated Starting Salary \$8,649/month; CBA Applies; Full Range: \$8,649-\$12,775/month

Job Type: Salaried

Category: Full Time

County: Jefferson

Number of Vacancies: 1

Bargaining Unit Code: RC063 Professional Employees, Educators, Juvenile Justice School Counselors and Special Education Resources Coordinators, and Physicians AFSCME

Merit Comp Code:

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

While not required, a Resume/Curriculum Vitae (CV) is recommended. When applicable, title that require specific coursework, professional license or certification will include a notation requesting the appropriate document(s) be uploaded in the Additional Documents section of your application. Failure to upload requested transcripts, license and/or proof of certification when specified may result in ineligibility. Please note that the Department of Corrections must verify proof of higher education for any degree earned (if applicable) regardless of vacancy title before any offer can be extended.

Why Work for Illinois?

Working with the State of Illinois is a testament to the values of compassion, equity, and dedication that define our state. Whether you're helping to improve schools, protect our natural resources, or support families in need, you're part of something bigger—something that touches the lives of every person who calls Illinois home.

No matter what state career you're looking for, we offer jobs that fit your life and your schedule—flexible jobs that provide the gold standard of benefits. Our employees can take advantage of various avenues to advance their careers and realize their dreams. Our top-tier benefits and great retirement packages can help you build a rewarding career and lasting future with the State of Illinois.

Position Overview

The Illinois Department of Corrections is seeking a Sex Offender Treatment Program Administrator who will oversee and advance specialized Sex Offender and Sexually Dangerous Persons (SDP) Programs through effective planning, supervision, and evidence-based clinical care. Implements policies, develops treatment strategies, and provides individual and group therapy using cognitive-behavioral and trauma-informed approaches. Supervises and supports staff performance, ensures quality documentation, and serves as an expert witness in SDP matters. Promotes collaboration, professional development, and best practices in offender rehabilitation and community reintegration. We invite all qualified applicants to apply.

Essential Functions

- Organizes, plans, controls and evaluates the supportive Sex Offender/Sexually Dangerous Persons (SDP) Programs.

- Provides individual/group therapy for individuals in custody and individuals on supervision in the community using a variety of therapeutic techniques and theories.
- Serves as working supervisor.
- Interviews/assesses recipients using evidenced based techniques in order to determine individualized dynamic risk factors and treatment targets.
- Maintains required standards of clinical documentation that is specific and congruent to sex offender specific treatment.
- Serves as expert witness on Sexually Dangerous Person (SDP) treatment for department during writ of recovery hearings for individuals committed under SDP law.
- Performs other duties as required or assigned, which are reasonably within the scope of the duties enumerated above.

Minimum Qualifications

- Requires a master's degree in psychology, social work, counseling, nursing with a psychiatric specialty, or marriage and family therapy.
- Requires prior experience equivalent to three (3) years of progressively responsible administrative experience in a private or public organization, a correctional facility, or similar agency with related experience involving evaluation and treatment/habilitation of sex offenders.

Preferred Qualifications

- Prefers licensure for a Licensed Sex Offender Treatment Provider (LSOTP) by the Illinois Department of Financial and Professional Regulation (IDFPR).
- Prefers at least two (2) years of experience providing treatment and evaluations according to Illinois sex offender management board (SOMB) guidelines for individuals with sexual offense histories.
- Prefers at least two (2) years professional experience of proficiency in administering and scoring validated risk assessment tools such as the Static 99R and Stable 2007.
- Prefers thorough knowledge of relevant laws and standards such as: civil commitment statutes, Sex Offender Registration and Notification Act, and Illinois sex offender management board (SOMB) guidelines.
- Prefers at least two (2) years professional work experience providing clinical documentation and clinical report writing.
- Prefers at least three (3) years of experience providing multidisciplinary collaboration skills as part of coordinating with parole/probation, legal systems, case managers, victims' services, and institutional staff.
- Prefers at least two (2) years of experience developing group curriculum, training new clinicians, and leading case consultations within clinical supervision.
- Prefers at least three (3) years supervisory experience in a clinical setting.
- Prefers at least three (3) years of experience applying delegation and organizational skills.
- Prefers at least two (2) years of professional experience regarding data collection and research informed practices to guide clinical decision-making.

Conditions of Employment

- Requires ability to pass the IDOC/IDJJ background check.
- Requires ability to pass a drug screen. The use of unauthorized drugs by an employee, regardless of position held, is prohibited.
- Required to utilize digital technology, tools, platforms, and processes in managing and supporting various digital enhancements for greater efficiency, productivity, and digital transformation efforts within the department.
- Requires ability to travel in the performance of duties, with overnight stays as appropriate.
- Requires eligibility to be approved to conduct sex offender treatment and evaluations by the Illinois Department of Financial and Professional Regulation (IDFPR).
- The conditions of employment listed here are incorporated and related to any of the job duties as listed in the job description.

Work Hours: Monday-Friday 8:00am-4:00pm; Saturday/Sunday off

Work Location: 251 North Illinois Hwy 37, Ina, Illinois, 62846

Agency Contact: mason.walker@illinois.gov

Posting Group: Social Services; Leadership & Management

This position [DOES NOT] contain "Specialized Skills" (as that term is used in CBAs).

APPLICATION INSTRUCTIONS

Use the “Apply” button at the top right or bottom right of this posting to begin the application process.

If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the [Illinois.jobs2web.com](https://illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the “View Profile” link in the top right of the [Illinois.jobs2web.com](https://illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the [career portal](#) for State employees and review the [Internal Candidate Application Job Aid](#)

Non-State employees: on [Illinois.jobs2web.com](https://illinois.jobs2web.com) – click “Application Procedures” in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com

About the Agency: The Illinois Department of Corrections is a multicultural agency deeply committed to ensuring diversity, equity, and inclusion. This commitment is at the forefront of our operations, hiring, policies and procedures, and training. We recognize the benefit of workplace empowerment, the importance of diversity and fully support an environment where ALL employees are treated fairly, respectfully, and have equal access to opportunities and resources necessary to thrive and contribute to the agency’s success. IDOC genuinely values the differences of individuals in our custody and is committed to ensuring a healthy living environment where they feel valued, respected, and included. Through our commitment to Diversity, Equity, and Inclusion (DEI), we shall establish and uphold agency policies and practices conducive to eliminating all forms of exclusion including, but not limited to, racism, ageism, ableism, sexism, discrimination based on sexual orientation and gender, and religious oppression. The IDOC team works to serve justice in Illinois and increase public safety by promoting positive change in behavior of individuals in custody, operating successful reentry programs, and reducing victimization. Employees enjoy excellent benefits, including health, vision, and dental insurance; retirement plan and deferred compensation; state holidays and other benefit time off; and pre-tax benefit programs. The department also offers extensive training and career advancement opportunities. The Illinois Department of Corrections is proud to be an Equal Opportunity Employer.

As an IDOC employee, you are entitled to a robust benefits package that includes:

- Health, life, vision, and dental insurance
- 12 weeks paid maternity/paternity leave
- Pension Plan – vesting at 10 years for Tier II
- Full 20-year retirement awards free health insurance during retirement.
- Deferred compensation and other pre-tax benefits programs
- Paid state holidays 13-14 days annually · 3 Paid Personal Business Days annually
- 12 Paid Sick Days annually (Sick days carry over from year to year)
- 10-25 Days of Paid Vacation time annually - (10 days in year one of employment)
- Personal, sick, and vacation rates modified for 12-hour work schedules. (As applicable.)
- Employee Assistance Program and/or mental health resources· For more information about our benefits please follow this link: [For Benefit Information Click Here](#)