



# Life Skills Instructor - Corrections

## Job Description

Department: Sheriff  
Position: Career Service  
Grade: 720  
Supervisory: No  
Reports to: Food Service Administrator - Sworn

### Summary

Under general guidance and direction of the Food Service Administrator - Sworn, provides inmates at the Utah County Security Center with skills and knowledge to navigate life effectively. Coordinates services with community agencies and monitors individual progress towards specific goals and objectives. Teaches various life skills classes and assesses individual needs. Assists the Case Manager – Sheriff with development and implementation of individualized treatment programming. Incumbents in this classification have considerable knowledge of the policies, procedures, and laws affecting work.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Coordinate program activities; schedule, oversee, and teach classes to help inmates develop important life, social, and behavioral skills, including budgeting, time management, literacy, conflict resolution, anger management, and others; assist with instructor hiring and training.
2. Assist with coordinating appropriate substance abuse treatment and services for individuals; communicate with outside treatment providers and social service agencies, as needed; provide information to inmates on addiction, recovery, and available resources and assist inmates with applying and obtaining appropriate community services.
3. Oversee and conduct classes focused on mental and physical health and wellbeing, including nutrition, exercise, stress management, disease prevention, and other related topics.
4. Educate inmates about legal rights, responsibilities, and consequences of criminal behavior; provide information about the legal system and pathways to rehabilitation.
5. Assist Case Manager – Sheriff with assignments, as needed; monitor client conduct; maintain record of activities to document progress in electronic health record system.
6. Assist inmates with developing reentry plans, as needed; collaborate with program staff and community partners to assist with finding housing, employment, and other resources.
7. Act as agency representative in court and interagency meetings; provide information to judges, court personnel, and others, as needed; ensure compliance of documentation with legal requirements and performance standards.

### For Office Use Only

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Effective Date: 11/20/2025  
Public Safety: No

Worker's Compensation: County  
Background Level: Civilian  
Safety Sensitive: Yes  
DOT: No  
ML: Individual Contributor

8. Prepare statistical reports to assist with monitoring expenditures and grants.
9. Perform crisis intervention services, as needed.

### **Knowledge, Skills, and Abilities**

- Considerable knowledge of local community services available to appropriately assist inmates
- Knowledge of case management principles
- Knowledge of education theories and principles
- Knowledge of law, policies, procedures, standards, and regulations relevant to work performed
- Knowledge of the criminal justice system
- Knowledge of emergency, first aid, and CPR procedures
- Highly skilled in teaching and training others
- Skilled in identifying symptoms of substance abuse
- Skilled in crisis intervention techniques
- Skilled in operating standard office equipment
- Skilled in utilizing various software programs unique to Utah County and/or the Sheriff's Office
- Skilled in reading, writing, and basic bookkeeping and accounting
- Skilled in preparing comprehensive case reports and statistics
- Skilled in curriculum development and presentation
- Skilled in coordinating health and community resources for individualized treatment
- Ability to lead discussions and teach large or small groups
- Ability to develop curriculum and make presentations
- Ability to prepare and maintain files, records, and reports
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work activities
- Ability to communicate and interact with individuals from diverse social, economic, and ethnic backgrounds in a professional manner
- Ability to communicate effectively verbally and in writing

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

Work is typically performed in an environmentally controlled area in the partially environmentally controlled Utah County Security Center and may be performed in other environmentally controlled locations. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work may expose incumbent to unknown, dangerous, and/or life-threatening conditions and to possible bodily injury from potentially hostile environments. Work requires frequent contact with inmates, which exposes the incumbent to others' illnesses and to

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individuals who may be angry, agitated, or otherwise upset. The noise level in the work environment is usually moderate to loud. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. The employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee occasionally drives a motor vehicle.

### **Position Type / Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. Bachelor's degree in Social Work, Psychology, Sociology, Behavioral Science, Health, Education, or a related field.
2. Equivalent combinations of education and experience may also be considered.

### **Preferred Education and Experience**

1. Preference may be given to individuals with work experience in a correctional facility.

### **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

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**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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