



# COUNTY OF LEBANON

## Job Announcement

Posting Date: April 15, 2026

<b>Position:</b>	Work Release Director
<b>Department:</b>	Lebanon County Correctional Facility 730 East Walnut Street Lebanon Pa 17042
<b>Available:</b>	Immediately
<b>Bargaining Unit:</b>	None
<b>Hours:</b>	Approx. 8:30AM- 4:30PM, Monday through Friday (35 hours per week)
<b>Pay Grade:</b>	14 (Non-Union Pay Chart)
<b>Salary Range:</b>	\$1, 778.70 Bi-weekly
<b>Full-Time Employee Benefits:</b>	<b>100% Employer PAID Benefits</b> → Health Insurance, Vision, Prescription, Dental insurance, Life Insurance, Eleven (11) Holidays, Sick, Vacation, and Personal time-off. <b>Additional Benefits</b> → Pension retirement plan, Health Insurance Exchange Program, Employee Assistance Program, Employee Wellness Program, Revive Health Benefits Program, Connect Care 3 Resources, Connect Care 3 Platform/KOA Foundations App, and Employee Appreciation Program. <b>Voluntary Benefits</b> → Deferred Compensation plan, Short Term Disability, Critical Illness, Accident, and Cancer insurance.

***A County of Lebanon Application must be completed for consideration for this position. Resume is recommended, however, is optional unless otherwise stated below.***

**➤ Applications will be accepted through Wednesday, April 29, 2026.**

### **BRIEF DESCRIPTION OF DUTIES AND QUALIFICATIONS:**

The work release director is an administrative position. The position requires attendance and successful completion of Corrections training as assigned. The director plans, directs and supervises the Work Release Program, co-supervises the work release assistant counselor with the Deputy Warden of Treatment. The Director engages with employers and builds relationships for our incarcerated individuals who meet the requirements for work release status. The director spot checks employer sites, assists the work release participants in the process, collects and at times works with the fiscal tech to process paychecks. This position also works with the courts, probation and parole, and administration compiling and maintaining work release data. The job entails engagement with the entirety of corrections staff and the incarcerated population. The individual works directly with the Warden regarding budgeting and policy. The candidate would, upon training and Warden's approval, be added to the administrative on-call rotation for after-hours questions and directions. Must have the willingness and ability to assist in re-entry training on-site training as time allows.

### **MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS:**

The applicant must be a high school graduate. Applicant must have a Valid Pa driver's license. Must have the ability to read, write and communicate in the English language. Bi-Lingual an asset. Must be able to perform work on a computer using Microsoft Word, Outlook, and Excel. Ability to prepare reports and maintain records. Good knowledge of modern principles and practices of Corrections. Ability to do non-professional counseling to de-escalate situations. The ability to work with diverse individuals both in the correctional facility and in the community.

### **APPLICATION AND RESUME SUBMISSION OPTIONS:**

1. Email directly to Human Resources → <a href="mailto:Apply@lebanoncountypa.gov">Apply@lebanoncountypa.gov</a>
2. Mail to → 400 S. 8 <sup>th</sup> Street, Room 200 Lebanon, PA 17042 ATTN: Human Resources
3. Fax to → (717) 675-2668 ATTN: Human Resources

***\*\*An Equal Employment Opportunity Employer\*\****