

## Corrections Counselor

Job Code	Job Title	Pay Grade
8119L1	Corrections Counselor I	23
8126L1	Corrections Counselor II	25

### CONCEPT:

Counseling inmates in the development of their rehabilitation programs at a state correctional institution.

### TASKS:

#### CC I

- Meets with inmates to provide information concerning institutional rules, regulations, operational procedures and other information relating to the inmate's initial and continued adjustment to the institution; helps inmates learn problem solving techniques for their behavioral or social adjustment problems.
- As a member of the unit team, formulates recommendations concerning the inmates and their rehabilitation needs and parole plans. Reviews and summarizes inmate educational, psychological, social, conviction and related background information.
- Participate in various institutional committees such as the Disciplinary Board, parole hearings and special project committees to provide input into treatment and security programs.
- Writes progress reports on individual inmates for review by unit team supervisory personnel and the Program Management Committee for the purpose of evaluating inmates' progress toward completion of rehabilitation programs; maintains and initiates changes in a variety of inmate records; observes inmates to determine needs for referral to clinical services for psychiatric treatment or other supportive services.
- Advises inmates on matters concerning their eligibility for, and obligations in, correctional programs including Honor Camps, work release and parole; contacts a variety of community support and treatment organizations to assist inmates in program transitions.
- Conducts group orientation, socialization and job hunting skills sessions.
- Coordinates, completes and refers various forms and reports concerning inmates and their activities, payroll, phone calls, supply requests and other documents containing inmate information.

#### CC II

- Counsels inmates having adjustment problems at the living unit, place of work or in other areas in order to identify factors causing problems; assists in organizing and formulating detailed plans for release or parole.
- Abstracts information from the SRDC psycho-social summary and other psychological and psychiatric findings and analyzes case data for presentation to the Unit Team.
- Reviews all pre-parole case material for accuracy, completeness and clarity of thought before distribution is made to field staff for investigation; specifically reviews those plans developed by counselors for inmates requesting parole out of state to ensure compliance with the rules and regulations established for Interstate Compact.
- Reviews all reports on inmates which include disciplinary matters and work performance and counsels inmates individually and with other unit team members.
- Recommends modification of an inmate's rehabilitation program in such areas as custody, program involvement, detail assignments, readiness for release on parole and transfers to other institutions, according to information obtained in counseling sessions.
- Implements and conducts group counseling sessions and programs for inmates with drug, alcohol and other identifiable problems.
- Advises and counsels inmates on the planning of their pre-release programs and conditions of their eventual parole; coordinates pre-release planning with state parole officers and state and local rehabilitation agencies.
- Participates in various institutional committee efforts such as Program Management Committee, Disciplinary Appeals Committee, Inmate Grievance Appeals Committee and unit teams as these functions relate to the pre-parole and pre-release planning responsibilities.

- Reviews all inmate requests for furloughs which require investigation of sponsor; makes recommendations regarding appropriateness of such furloughs to the Facility Administrator. Prepares necessary materials for sponsor investigation, forwards information to appropriate field service staff and coordinates the investigation process. Requests and coordinates post-furlough investigations when appropriate.

## **LEVELS OF WORK**

- Class Group consists of two classes.

**Corrections Counselor I** – Work involves providing information to inmates concerning institutional rules and regulations; serving as a member of the unit team to formulate recommendations concerning inmate rehabilitation needs and parole plans; participating in various institutional committees; writing progress reports on inmates for review by unit team supervisory personnel and the Program Management Committee; and advising inmates on their eligibility for parole.

**Minimum Requirements:** A bachelor's degree with major coursework in criminal justice, the social sciences, or the behavioral sciences. Experience may be substituted for the required education as determined relevant by the agency.

**Necessary Special Requirements:** Some positions in this class require that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties. Some positions in this class may require the selected candidate to possess a valid driver's license.

**Corrections Counselor II** – This is work in managing and coordinating the development of inmate parole planning or in counseling difficult or recalcitrant inmates. Work involves offering guidance, counseling or assisting in the evaluation of inmates for the purpose of determining their potential for participation in programs or making recommendations concerning parole eligibility and management of unit teams.

**Minimum Requirements:** A bachelor's degree with major coursework in criminal justice, the social sciences, or the behavioral sciences, and one year of experience working with offenders in corrections, parole, or law enforcement. Additional experience may be substituted for the required education as determined relevant by the agency.

**Necessary Special Requirements:** Some positions in this class require that at the time of appointment the selected candidate must take and pass a drug screening test approved by the Division of Personnel Services unless the incumbent is moving from one safety-sensitive position to another safety-sensitive position within the same agency performing substantially similar duties. Some positions in this class may require the selected candidate to possess a valid driver's license.