

## Corrections Counselor

Job Code	Job Title	Pay Grade
8119L1	Corrections Counselor I	26
8126L1	Corrections Counselor II	28

### CONCEPT:

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

### TASKS:

#### CC I

- Meets with inmates/juvenile offenders to provide information concerning institutional rules, regulations, operational procedures and other information relating to the inmate/juvenile offender'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 inmate/juvenile offenders and their rehabilitation needs and parole plans. Reviews and summarizes inmate/juvenile offender 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 inmate/juvenile offenders for review by unit team supervisory personnel and the Program Management Committee for the purpose of evaluating inmate/juvenile offenders' progress toward completion of rehabilitation programs; maintains and initiates changes in a variety of inmate/juvenile offender's records; observes inmate/juvenile offenders to determine needs for referral to clinical services for psychiatric treatment or other supportive services.
- Advises inmate/juvenile offenders 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 inmate/juvenile offenders in program transitions.
- Conducts group orientation, socialization and job hunting skills sessions.
- Coordinates, completes and refers various forms and reports concerning inmate/juvenile offenders and their activities, payroll, phone calls, supply requests and other documents containing inmate/juvenile offender information.

#### CC II

- Counsels inmate/juvenile offenders 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 inmate/juvenile offenders requesting parole out of state to ensure compliance with the rules and regulations established for Interstate Compact.
- Reviews all reports on inmate/juvenile offenders which include disciplinary matters and work performance and counsels inmate/youth offenders individually and with other unit team members.
- Recommends modification of an inmate/juvenile offender'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 inmate/juvenile offenders with drug, alcohol and other identifiable problems.
- Advises and counsels inmate/juvenile offenders 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/Juvenile Offender Grievance Appeals Committee and unit teams as these functions relate to the pre-parole and pre-release planning responsibilities.
- Reviews all inmate/juvenile offender 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 inmate/juvenile offenders concerning institutional rules and regulations; serving as a member of the unit team to formulate recommendations concerning inmate/juvenile offender rehabilitation needs and parole plans; participating in various institutional committees; writing progress reports on inmates/juvenile offenders for review by unit team supervisory personnel and the Program Management Committee; and advising inmate/juvenile offenders 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/juvenile offender parole planning or in counseling difficult or recalcitrant inmate/juvenile offender. Work involves offering guidance, counseling or assisting in the evaluation of inmate/juvenile offender 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.

REF: 12/13

REV: 2/16

REV: 6/18

REV: 5/19

REV: 11/21