

Specification for Class of

CORRECTIONAL COUNSELOR 1

Abolished Effective July 1, 2007

Definition: Provides counseling, treatment and custody to a caseload of offenders in an adult corrections institution, facility or unit. Incumbents of these positions may work independently in field locations without availability of immediate supervisory assistance. Applies case management techniques in offender interactions and participates in case staffing to revise case management plans and recommend training and treatment; provide on-the-job instruction and facilitates classes; guide and mentor offenders in the development of pro-social attitudes and behavior in a team environment.

Distinguishing Characteristics: This is the entry level into the Correctional Counselor series. Counseling assignments and/or caseloads are pre-screened and incumbents of positions work under general supervision. Emphasis for this level is to expand and develop counseling and treatment skills.

Typical Work

Applies case management techniques in offender interactions; provides one-on-one counseling, addressing offender behaviors related to Case Management Plan; facilitates offender workshops and classes that address work ethics, cognitive behavior, and relapse prevention;

Participates in case staffing to develop and revise Case Management Plans; provides on-the-job instruction; guide and mentor offenders in the development of pro-social attitudes and behavior in a team environment; provides program development and redesign input;

Directs the general movement of offenders at or away from institution, facility or unit; maintains order and discipline; reports rule infractions; keeps records of offender movement and activities; observes offenders and reports unusual or significant behavior; makes recommendations in carrying out programs; performs counseling tasks on an assignment or caseload basis;

Assists in detecting the use, possession and/or introduction of controlled substances, alcohol, and all other illegal items and/or contraband; assists in enforcement of laws regarding the use, possession and/or introduction of such illegal items; searches offenders and quarters for contraband; patrols and

inspects assigned areas; maintains control of keys; takes counts of offenders; observes and notes all activity on or off premises; operates communication equipment;

Acts as liaison with various community maintenance staff in offsite projects; provides clarification of offsite procedures, addressing custody/security issues, and negotiation of appropriate task/assignment completion;

In cooperation with recreation staff/program, directs and leads fitness activities for basic physical health and team participation;

Participates in training activities;

Performs other work as required.

Knowledge and Abilities

Knowledge of: fundamentals, basic concepts and principles of social sciences with particular reference to individual and group behavior, motivation and social disorganization; organization and functions of the Board of Prison Terms and Paroles; concepts of the criminal justice system; community resources; interviewing techniques.

Ability to: gain the confidence and cooperation of socially maladjusted persons; establish a working relationship with the offender and staff; appraise behavior accurately, clearly and objectively, and adopt a workable course of action; speak and write effectively.

Minimum Qualifications

A Bachelor's degree involving a major study in sociology, psychology, social work, criminology or a closely allied field.

Counseling and/or custody experience in adult or juvenile corrections will substitute year-for-year for the required education.

New class: 11-9-79

Revised definition, distinguishing characteristics, minimum qualifications and general revision: 7-11-97

Revised minimum qualifications: 9-10-99