

Specification for Class of

CORRECTIONAL COUNSELOR 2

Abolished Effective July 1, 2007

Definition: Under limited supervision, provides both counseling and custody treatment services in the management of a general caseload of adult criminal offenders within an adult corrections institution.

Distinguishing Characteristics: This is the journey level counselor and incumbents of positions perform under minimum supervision. Caseloads usually consist of a variety of types of cases; however, a caseload of similar cases may be assigned. This level of counseling is characterized by: A) full programming responsibilities; B) regularly scheduled and pre-planned counseling sessions; C) development of periodic and final case reports; D) participation in official classification meetings; E) presentations before the Washington State Board of Prison Terms and Parole; and F) consultation provided to other comparable or higher level staff regarding specific cases. Types of custody functions present at this level include area searches, frisks, routine hall supervision, escapee apprehensions, resident transports and participation on disciplinary committees.

Typical Work

Maintains and coordinates contact with employers and/or school personnel to evaluate resident's progress;

Prepares reports, making recommendations regarding resident treatment, training, progress, and/or revocation; recommends resident placement in treatment programs; aids residents in locating employment;

Participates in staff meetings; gives input to program policies, rules and regulations; appears with resident at Parole Board Hearings and makes recommendations;

Participates in such meetings as disciplinary, fair hearing, disposition, progress and planning, and makes appropriate recommendations;

Processes furlough and/or work/training release applications, making appropriate recommendations; conducts investigations for furlough and/or work/training release status;

Monitors resident progress in individual treatment plan and graduated responsibility program and recommends adjustments as necessary;

Approves and/or recommends approval of resident financial transactions;

May be responsible for supervision of student interns or volunteers;

Maintains contact with other agencies;

Participates in training activities;

Performs other work as required.

Knowledge and Abilities

Knowledge of: principles and practices of casework, community resources, individual and group behavior, criminal justice system, and objectives of correctional programs.

Ability to: learn and apply laws, rules, regulations and policies of Washington State criminal justice system; use authority constructively; gain and maintain confidence and cooperation of residents, staff members, and other agencies; analyze situations for effective solutions; write and speak effectively.

Minimum Qualifications

A Bachelor's degree involving major study in sociology, psychology, social work, criminology or a closely allied field; AND, one year of counseling and/or custody experience in adult or juvenile corrections.

Additional qualifying experience will substituted year-for-year for up to two years of the required education.

A Master's degree in one of the above mentioned fields of education will substitute for the year of required experience.

OR

One year as a Correctional Counselor 1 in Washington State service.

New class: 11-9-79

Revised minimum qualifications: 9-10-99