

Specification for Class of

CORRECTIONAL COUNSELOR 3

**Abolished Effective July 1, 2007**

Definition: Positions in this class provide both counseling and custody services and serve as the principal assistant to a Correctional Unit Supervisor in a living unit within an adult corrections institution; or serves as the admissions counselor for the Diagnostic Center at the Purdy Treatment Center; or administers and coordinates the total work/training release program at Indian Ridge Treatment Center or Cedar Creek Corrections Center.

Distinguishing Characteristics: Positions designated as the principal assistant to a Correctional Unit Supervisor are responsible for: A) managing an assigned caseload; B) assisting in training and directing lower level staff; C) assisting in the review of work performed by lower level staff; and D) assisting with assigned administrative responsibilities. Principal assistant positions may supervise lower level counselors and/or have assigned shift supervisor responsibilities.

Typical Work

Provides individual and/or group counseling surveillance and guidance; monitors resident movement within facility or community; enforces rules and regulations;

Prepares written reports and makes recommendations regarding resident treatment, training, progress and/or revocation;

Conducts regular inspection of facility offices, dining hall, sleeping quarters, recreation areas, and facility grounds, for contraband, cleanliness, and safety;

Assumes responsibility for monitoring and approving resident financial transactions; keeps financial ledgers concerning resident accounts; acts as administrator-designee in disbursing resident funds;

Makes recommendations for assignment of cases; maintains and orders supplies; keeps attendance; manages forms and records; supervises and recruits volunteers; student interns and sponsors; provides orientation;

Acts as liaison person with other agencies for assigned caseload;

Makes recommendations regarding policies, rules, training and treatment; as designee assumes duties of the supervisor, chairing such hearings and committees as classification, disposition, review, reclassification, fact finding, and disciplinary;

Assists in coordinating transportation;

May supervise lower level counselors;

Performs other work as required.

#### Knowledge and Abilities

Knowledge of: criminal justice system and community corrections; individual and group behavior; functions of Board of Prison Terms and Paroles; community resources; interviewing techniques; fundamentals, basic concepts and principles of the social sciences.

Ability to: use authority constructively; supervise and train others; establish effective working relationships; appraise persons and situations accurately and adopt appropriate courses of action; write and speak effectively; work independently with a minimum of supervision; work in situations requiring tact; courage and good judgment; interact effectively with and understand residents.

#### Minimum Qualifications

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

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

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

OR

One year as a Correctional Counselor 2 in Washington State service.

New class: 11-9-79

Revised minimum qualifications: 9-10-99