

CORRECTIONS CASE MANAGEMENT COUNSELOR

CODES/PAY RANGE

Class Code: 3434 EEO Code: B FLSA: NE Pay Range:122

MAJOR FUNCTION

Responsible work evaluating, counseling, and assisting inmates and providing social and rehabilitative services in a County correctional facility.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Interviews inmates to gather pertinent information relative to their criminal, social, and psychological backgrounds.

Reviews all sentence and non-sentence records for security classification purposes. Assigns inmates work assignments according to security and medical classifications.

Conducts individual adjustment counseling, crisis counseling, and resource referral. Prepares and coordinates inmate participation in rehabilitative, recreational, and educational programs.

Provides institutional orientation for new inmates.

Establishes and maintains cooperative relationships with law enforcement, probation and parole agencies for purposes of mutual exchange of relevant information. When necessary, supplies information under legal guidelines to proper persons and agencies.

Maintains files.

Prepares written reports based on the results of investigation, including recommendations based on conclusions reached through documented and verifiable sources.

Interprets and analyzes findings based on accumulated information.

Performs related work as required.

(Corrections Case Management Counselor continued)

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of interviewing techniques. Knowledge of investigating procedures. Knowledge of the criminal justice system. Knowledge of social and educational agencies available to develop and sponsor programs for inmates.

Ability to establish rapport with inmates. Ability to conduct thorough background investigations.

Ability to analyze and interpret findings. Ability to communicate, both orally and in writing. Ability to supervise activities and programs. Ability to relate to individuals and recognize personal needs.

MINIMUM QUALIFICATIONS

Bachelor's degree in Criminal Justice, Sociology, Psychology or a related field **plus** two (2) years of experience as a counselor or equivalent in a federal, state or local corrections institution, judicial establishment or group rehabilitative counseling.

Three (3) years of experience as a certified correctional officer in a federal, state or local corrections institution may substitute for the required two (2) years of specialized counseling experience.

A comparable amount of education, training or experience may substitute for the minimum experience.

ADA REQUIREMENTS

Physical Requirements: Light work. Ability to see talk and hear, manual and finger dexterity.

Mental Requirements: Ability to write complex business letters, reports, evaluations, recommendations and summaries. Ability to speak publicly in a clear concise manner to relay information, directions, ideas and details. Ability to perform basic mathematical functions. Ability to read and comprehend reports, technical and professional manuals and journals, abstracts.

Environmental Requirements: Inside work. Ability to tolerate confined, secured areas.

Revised 10/94

Revised 11/02