

SENIOR CORRECTIONS COUNSELOR

CODES/PAY RANGE

Class Code: 3433

EEO Code: B

Pay Range: 214

MAJOR FUNCTION

Progressively responsible work evaluating, counseling and assisting inmates and providing social and rehabilitative services in a County correctional facility. Mid-level supervisory responsibilities, including oversight and training Case Management Counselors and support personnel in division methods and procedures.

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 to work assignments according to security and medical classifications.

Provides institutional orientation for new inmates.

Establishes and maintains cooperative relationships with law enforcement, and probation and parole agencies for purposes of mutual exchange or 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.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of interviewing techniques. Knowledge of investigating procedures. Knowledge of criminal justice system. Knowledge of social and educational agencies available to develop and **(Senior Corrections Counselor continued)**

sponsor programs for inmates.

Ability to establish rapport with inmates. Ability to conduct thorough background investigations. Ability to analyze and interpret findings. Ability to supervise activities and programs. Ability to relate to communicate effectively, both orally and in writing.

Knowledge of supervisory principles. Ability to supervise and train subordinates. Ability to exercise sound judgement. Ability to organize and prioritize work.

MINIMUM QUALIFICATIONS

Two (2) years as a Corrections Case Management Counselor with the County of Volusia;

OR

Bachelor's degree in Criminal Justice, Sociology, Psychology, or a related field, plus four (4) years experience as a counselor in a federal, state, or local corrections institution, judicial establishment, or performing group rehabilitative counseling.

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

ADA REQUIREMENTS

Physical Demands: Light work. Ability to talk, hear, see; manual dexterity.

Environmental Demands: Inside work.

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

Revised 10/94

Revised 11/02