

SENIOR CORRECTIONAL COUNSELOR

FUNCTION OF THE JOB

Under direction, to perform senior level professional work in the areas of case management, counseling, guidance, and assistance to inmates in a County detention facility; and, to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Analyzes and evaluates pertinent information on each inmate in order to prepare and execute a complete rehabilitation program including career development, job placement, education, and counseling from the time of sentence to the time of release.
2. Works closely with state and federal agencies, local employers, and health, welfare, community service projects and recreational agencies to obtain and coordinate services for and placement of inmates.
3. Interviews inmates and evaluates their training and experience so that they can be placed in training and development programs to improve their employability.
4. Determines inmate eligibility for placement or participation in job search, educational, substance abuse, religious, community service, or mental health programs or activities; and authorizes and withholds release privileges for these purposes within established guidelines.
5. Coordinates the electronic detention program and directs and trains the correction staff regarding the administration of this program.
6. Processes inmate transfer paperwork.
7. Contacts inmates' employers to assure that inmates are meeting their work obligations.
8. Monitors inmates with past and current mental health issues, and suicidal ideations and behaviors, to ensure their safety and successful adjustment to incarceration.
9. Counsels inmates and develops treatment plans for such matters as work habits and performance, family and emotional problems, alcohol and other drug abuse problems, conflict resolution, education, goal setting, career planning and financial planning, etc.
10. May make oral reports and written presentations to the courts, committees, and civic organizations regarding inmate counseling progress and program needs.
11. Works with inmates on matters pertaining to release for child and family care needs.
12. Interacts with inmates following incidents defined under the Prison Rape Elimination Act (PREA).
13. Works with Classification Unit to maintain appropriate housing and inmate management when transferring inmates to/from facilities.
14. Establishes and maintains effective and continuing relationships with corrections staff, inmates, their families, employers, state and federal agencies, community agencies, contract medical and mental health staff, and the public.
15. Submits periodic progress reports for discipline, and placement covering the attitude, ability, and work performance of inmates.
16. Assists or directs the correctional staff in problem solving situations regarding maintaining inmate accountability and discipline.
17. Coordinates and monitors volunteer programs, including training for such volunteers.
18. Provides a positive rehabilitative influence to inmates through example.
19. Maintains a variety of records and prepares detailed written and oral reports.
20. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Comprehensive knowledge of the modern principles, practices, methods, and techniques used in counseling and the rehabilitation of inmates in a detention facility.
2. Comprehensive knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.
3. Considerable knowledge of physical and mental capabilities and impairments, and suicidal ideations and behavior, and their effect on social and vocational adjustment.
4. Considerable knowledge of current social and economic problems and the way in which they affect individuals and families.
5. Considerable knowledge of PREA and its application in the County's jail facilities.
6. Considerable knowledge of inmate education.
7. Considerable knowledge of the available community resources and agencies.
8. Working knowledge of law enforcement systems and court procedures.
9. Working knowledge of computerized department program software, internet access, database, spreadsheet, and word processing programs.
10. Ability to utilize word processing, database, and spreadsheet programs.
11. Ability to establish and maintain effective and continuing working relationships with corrections staff, inmates, their families, employers, state and federal agencies, community agencies, contract medical and mental health staff, and the public.
12. Ability to effectively analyze case histories and to design a rehabilitative program, including counseling and referral to available community agencies, suitable to each individual case.
13. Ability to keep records and make routine and special reports.
14. Ability to make oral and written presentations to various legal and civic organizations.
15. Ability to analyze situations and resolve conflicts and problems.
16. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in sociology, psychology, social welfare, criminology or a closely related field.
2. Two years of responsible work experience in the field of sociology, psychology, or rehabilitation or placement counseling.
3. A Master's Degree in one of the areas listed above may be substituted for one year of the required work experience.