

CORRECTIONAL COUNSELOR

FUNCTION OF THE JOB

Under supervision, to perform professional level 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. Assembles and analyzes pertinent information on each inmate in order to assist in the preparation and execution of a rehabilitation program including career development, job placement, education, and counseling from the time of sentence to the time of release.
2. Works with state and federal agencies, local employers, health, welfare, community service projects and recreational agencies to obtain 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; authorizes and withholds release privileges for these purposes within established guidelines.
5. Contacts inmates' employers to assure that inmates are meeting their work obligations.
6. Monitors inmates with past and current mental health issues, and suicidal ideations and behaviors, to ensure their safety and successful adjustment to incarceration.
7. Counsels inmates on such matters as work habits and performance, family and emotional problems, alcohol and other drug abuse problems, and financial planning, etc.
8. 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.
9. Submits periodic progress reports covering the attitude, ability, and work performance of inmates placed.
10. Assists in preparing recommendations regarding inmate discipline and placement in alternate programs.
11. Assists the correctional staff in problem solving situations regarding maintaining inmate accountability and discipline.
12. Assists in the coordination and monitoring of volunteer programs.
13. Works with inmates on matters pertaining to release for child and family care needs.
14. Provides a positive rehabilitative influence to inmates through example.
15. Interacts with inmates following incidents defined under the Prison Rape Elimination Act (PREA).
16. Works with Classification Unit to maintain appropriate housing and inmate management when transferring inmates to/from facilities.
17. May make oral and written presentations to the courts, committees, and civic organizations regarding inmate counseling results and program needs.
18. Maintains a variety of records and prepares routine and special reports.
19. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Working knowledge of the modern principles, practices, methods, and techniques used in the counseling and rehabilitation of inmates in a detention facility.

QUALIFICATIONS

Essential Knowledge and Abilities (cont.)

2. Working knowledge of physical and mental capabilities and impairments, and suicidal ideations and behaviors, and their effect on social and vocational adjustment.
3. Working knowledge of current social and economic problems and the way in which they affect individuals and families.
4. Working knowledge of human behavior, dynamics of groups, interpersonal relations, and social interactions.
5. Working knowledge of PREA and its application in the County's jail facilities.
6. Working knowledge of inmate education.
7. Working knowledge of the available community resources and agencies that can be used in the rehabilitation of inmates.
8. Working knowledge of computerized department program software, Internet access, database, spreadsheet, and word processing programs.
9. Some knowledge of law enforcement systems and court procedures.
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 civil 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, or criminology or a closely related field.