

Job Classification Specification

Jobcode Data

Effective Date Job Code 078132 Status A Reg/Temp Preferred

Description CORRECTIONAL COUNSELOR 2*

Minimum Salary Range \$3542.00 Maximum Salary Range \$5300.00

Job Classification Specification

Effective Date 06/15/2023

SUMMARY

Summary: Under general direction, is responsible for professional correctional counseling work of average difficulty; and performs related work as required.

Distinguishing Features: ,This is the working level class in the Correctional Counselor sub-series. An employee in this class supervises a caseload of incarcerated offenders inside a correctional facility. This class is flexibly staffed with and differs from the Correctional Counselor 1 in that an incumbent of the latter performs entry-level work. This class differs from the Correctional Counselor 3 in that an incumbent of the latter is responsible for leading others in counseling work.

RESPONSIBILITIES

Processing Information:

1. Calculates sentencing information to determine the accuracy of an offender's sentence computation.
2. Verifies that offender sentencing complies with judgment order.
3. Completes initial intake packages and/or risk-need assessments on offenders.
4. Prepares and maintains records and reports on offender history, progress, adjustment, rule violations, visitation, recommendations for special visits, and other related statistics.

Resolving Conflicts and Negotiating with Others:

1. Provides appropriate interventions in interactions between staff and offenders to resolve issues of conflict.

Getting Information:

1. Administers risk/needs assessment to offenders using motivational interviewing techniques.
2. Conducts Prison Rape Elimination Act screenings to determine potential victim or aggressor status.
3. Speaks to appropriate agencies and personnel to gather information relevant to offender history.
4. Interviews offenders to evaluate progress in accomplishing recommendations and parole board mandates.

Evaluating Information to Determine Compliance with Standards:

1. Evaluates all offender records, case notes, and information to ensure compliance with all applicable standards, laws, policies, rules, and regulations.

Coaching and Developing Others:

1. Develops workshops for offender reentry and career development.
2. Facilitates workshops for offender reentry and career development.

Selling or Influencing Others:

1. Uses motivational interactions with offenders to realign offender behaviors, thinking, and reactions to conform to facility rules and societal norms.

Monitor Processes, Materials, or Surroundings:

1. Reviews offender files to fulfill various institutional needs.
2. Participates in classification and reclassification hearings to review information relevant to offender behavior, program participation, and other factors for the purpose of determining offender custody levels and programmatic goals.
3. Supervises a caseload of up to 150 offenders in an institutional setting.
4. Monitor environment to identify security related concerns in order to assure continued safety of the facility.
5. Monitor offenders to ensure compliance with recommendations and parole board mandates.

Developing Objectives and Strategies:

1. Develops reentry plans for offenders within established time frames and in accordance with departmental procedures.
2. Provides counseling and instruction specific to the needs of a reentry caseload.
3. Contacts and counsels with offender family members concerning release.
4. Counsels offenders concerning risk of reoffending.
5. Provides information to offenders in regards to community resources and methods of finding and keeping employment and improving family relations.

Assisting and Caring for Others:

1. Collaborates with medical professionals to provide information to offenders regarding advanced directives.
2. Assists offenders to adjust to incarceration by conducting individualized or group sessions with assigned offenders to discuss facility and program rules and regulations.
3. Counsels offenders regarding personal and family issues as needed.
4. Addresses offender mental health and medical needs with appropriate staff.

Scheduling Work and Activities:

1. Schedules outside services to assist with offender transition from prison to the community.

Communicating with Persons Outside of the Organization:

1. Assists offenders with communicating with persons or agencies outside of the institution to expedite release plans or respond to emergencies.

Documenting/Recording Information:

1. Documents referrals made to offenders regarding outside services.
2. Records risk-needs assessment interviews for quality assurance.

Making Decisions and Solving Problems:

1. Assists offenders in addressing their concerns regarding job pay, trust fund, sentence information, educational needs, and programs.
2. Identifies issues with offender behavior to ascertain appropriate intervention techniques.

Interacting with Computers:

1. Enters and retrieves information concerning offenders using computerized databases daily.
2. Uses web-based programs to communicate with persons inside and outside the agency concerning offender needs.

Communicating with Supervisors, Peers, or Subordinates:

1. Communicates with other counseling personnel to gain knowledge or understanding of counseling responsibilities.
2. Communicates with various institutional personnel to meet offender needs.
3. Provides information to other team members in treatment team meetings and staffings regarding offender progress in programming.

Updating and Using Relevant Knowledge:

1. Attends various mandated training to enhance job skills and performance.

Analyzing Data or Information:

1. Analyzes disciplinary reports to determine offender behavior trends.

Identifying Objects, Actions, and Events:

1. Identifies offender movement to ensure caseload accuracy.

QUALIFICATIONS

Education and Experience: Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of full-time professional social or psychological counseling work.

Substitution of Education for Experience: One year of graduate coursework in a social or behavioral science may be substituted for the year of professional counseling experience.

Substitution of Experience for Education: Full time social or psychological counseling experience can be substituted for the required education on a year for year basis for a maximum of two years; requiring two years of study at an accredited college or university.

OR

One year as a Correctional Counselor with the State of Tennessee Department of Correction.

Necessary Special Qualifications: *Applicants for this class must:*

1. A valid vehicle operator's license may be required for employment in some positions.

Examination Method: Education and Experience, 100%, for Preferred Service positions

COMPETENCIES

Competencies:

1. Time Management
2. Problem Solving
3. Listening
4. Written Communications
5. Integrity and Trust
6. Composure
7. Patience
8. Self-Knowledge
9. Decision Quality
10. Dealing with Ambiguity

Knowledge:

1. Clerical
2. Computers and Electronics: Intermediate knowledge of web-based databases, word processing, e-mail systems, and data entry
3. Education and Training
4. Law and Government
5. Mathematics
6. Psychology: Basic knowledge of human behavior and performance, individual differences in ability, personality, and interests, and learning and motivation
7. Public Safety and Security
8. Sociology: Basic knowledge of group behavior and dynamics as well as societal trends and influences
9. Counseling: As it pertains to offenders

Skills:

1. Active Listening
2. Active Learning
3. Critical Thinking
4. Learning Strategies
5. Math
6. Reading Comprehension
7. Speaking
8. Writing
9. Coordination: As relates to offender behavior
10. Instructing
11. Negotiation

12. Persuasion
13. Service Orientation
14. Social Perceptiveness
15. Complex Problem Solving
16. Judgment and Decision Making
17. Time Management

Abilities:

1. Deductive Reasoning
2. Fluency of Ideas
3. Information Ordering: As it relates to determining behavior trends
4. Oral Comprehension
5. Oral Expression
6. Originality
7. Problem Sensitivity
8. Selective Attention
9. Spatial Orientation: As it relates to institutional safety
10. Time Sharing
11. Written Comprehension
12. Written Expression
13. Auditory Attention
14. Speech Clarity
15. Speech Recognition

TOOLS & EQUIPMENT

1. Personal Computer
2. Printer
3. Word Processing Software
4. Electronic/Paper Documents
5. Multi-line Telephone
6. Calculator
7. Copy Machine
8. Fax Machine
9. Digital Recorder
10. 2-Way Radio
11. Keys
12. Lamination Machine
13. Calendar/Planner
14. Files
15. Shredder
16. Lamination Machine