

## CORRECTIONAL COUNSELOR (ENTRY)

6781

### GENERAL DESCRIPTION OF CLASS

Under the guidance of a supervisor or higher-level Correctional Counselor, the CORRECTIONAL COUNSELOR (ENTRY) receives orientation and training in providing case management for convicted felons and misdemeanants and in performing investigative services in accordance with all Department of Corrections rules, policies, and procedures.

### DISTINGUISHING FEATURES

This is the first level of a two-level series and is distinguished from the second level by the close review of work and prior approval for specific assignments. At this level there is responsibility for learning the principles and practices used in case management and investigative report writing. The Correctional Counselor (Entry) will be used as an underfill class for the existing Correctional Counselor positions. Employees in this class will receive guidance in case management and supervision, release planning, and investigative report writing. Employees receive training and information on State and Federal laws and guidelines and Department of Corrections rules, policies, and procedures relating to correctional procedures, the case, custody and release of offenders, the protection and safety of the general public, and community resources available to released offenders. The training period is determined by the agency, based on the employee's background and level of proficiency, as assignments increase in difficulty. Upon completion of training, employees in this class are placed into the Correctional Counselor classification.

### DUTIES AND RESPONSIBILITIES

Allocation of positions to this class will depend on the total work performed which may include one or a combination of the duties or tasks listed below.

**1. Offender Supervision.** Typical tasks: under direction of a higher-level correctional counselor or supervisor, meets with parolees, probationers, conditionally released offenders, and/or inmates to discuss and monitor progress (e.g., informs offenders of release date/conditions, assesses needs of offender and risks to the community, reviews institution/ community alternatives, advises and directs offender to assure compliant behavior); helps offender obtain treatment, housing, employment, and other supportive services to facilitate community adjustment; makes scheduled and unannounced home visits, providing an itinerary of home contacts; makes employment, office, field, and collateral contacts to monitor offender's behavior; modifies supervision plan as appropriate (e.g., changes classification as to level of supervision/custody level required); maintains and reviews case files on each offender to ensure that documentation and information are complete and correct; addresses offender's immediate needs in relationship to social, psychological, and institutional/community adjustment; evaluates offenders for available program options (e.g., mental health counseling, substance abuse counseling, job training programs).

**2. Investigations, Correspondence, and Reports.** Typical tasks: under direction of a higher-level correctional counselor or supervisor, completes investigations (to aid in sentencing and disposition of cases) evaluating offender's institutional/community progress to aid in successful release from custody/supervision, as required by the Department of Corrections (e.g., presentence, violation of conditions/institution rules, postsentence reports); requests and verifies information by interviewing offenders, victims, witnesses, family members, and others and by researching official records and

documents; obtains offender's version of offense and checks offender's background including social, employment and criminal history; analyzes and evaluates data collected to determine offender's needs and potential risk to the community; determines aggravating and mitigating circumstances, calculates accurate release dates based on established matrix, client's offense, severity rating, criminal history, age, present status, and substance abuse; keeps chronological records and other reports on client's institution/community performance as an evaluation tool of offender's performance for possible program changes as needed to assist in successful community adjustment; coordinates reports with other agencies sharing joint responsibility for clients; answers requests from outside service agencies regarding offenders; prepares monthly statistical reports summarizing activities and investigations.

- 3.Enforcement.** Typical tasks: under direction of a higher-level correctional counselor or supervisor, arrests and transports violators as necessary; may be given emergency assignment to assist security staff in times of inmate disturbance; conducts searches of the offender's person, residence and/or vehicle for the purpose of locating illegal property (e.g., guns, drugs, and stolen property); monitors or takes bodily substance samples for testing (e.g., urinalysis, breathalyzer); conducts electronic surveillance.
- 4.Resource Development.** Typical tasks: under direction of a higher-level correctional counselor or supervisor, develops and utilizes resources in the community and maintains professional working relationships with other community entities (e.g., drug and alcohol programs, housing and community service placement, financial assistance, counseling, and job placement).
- 5.Evaluations and Recommendations.** Typical tasks: under direction of a higher-level correctional counselor or supervisor, monitors offenders' progress and initiates recommendations concerning level of supervision, program changes, custody releases, transfers, and other options; participates in custody classification and/or program review committee meetings and makes decisions regarding offenders in custody (e.g., work assignments, custody reductions, trips and temporary leave, reduction in prison term hearings for long-term inmates) as required by Department of Corrections rules, policies, and procedures; researches and recommends appropriate visitors' list for offenders in the institutions.
- 6.Miscellaneous.** Typical tasks: under direction of a higher-level correctional counselor or supervisor, serves as liaison for social purposes with family, outside relations, community, and interested criminal justice agencies; promotes public relations and education by making speeches and/or conducting tours for civic and related organizations concerning the prison system and parole and probation; may assist in providing training for other employees, volunteers and unit team members; testifies in court and/or administrative hearings in regard to presentence investigations, revocation recommendations, and/or violation hearings; maintains accurate and complete case files.

## RELATIONSHIPS WITH OTHERS

Employees in this class have regular telephone and in-person contact, as well as written communication, with offenders in the community and/or institutions in the course of supervision, monitoring behavior and/or investigating for the purpose of report writing. There is daily telephone and in-person contact with representatives of the criminal justice system (e.g., judges, district attorneys, police, Board of Parole) to exchange information on offenders and their status and provide testimony in hearings. Employees in this class have regular in-person and telephone contact with the general public as victims, concerned citizens, and community and civic organization members to receive and give information, listen to concerns, develop resources, and educate.

**SUPERVISION RECEIVED**

Employees in this class work under the close supervision of a supervisor who assigns work verbally and in writing. Work is closely reviewed during the training period for accuracy and conformance to established policies and procedures through conferences and review of reports and case records. State and Federal laws and regulations, as well as Administrative Rules and agency policies, are used in the investigation, supervision, and release of offenders and in assuring the public safety. They are interpreted and explained to both offenders and the public.

**GENERAL INFORMATION**

Positions are primarily found working with felony and misdemeanor offenders and positions are located in a correctional institution or field parole and probation office. This requires the willingness to work in an environment associated with the position's location and purpose and the willingness to deal with hostile, angry, and unpredictable clients who may become physically aggressive. Positions also require the willingness to respond during working and nonworking hours to emergency situations.

## **KNOWLEDGE, SKILLS, AND ABILITIES (KSA)**

General knowledge of social and behavioral science.  
 General knowledge of human behavior and abnormal behavior patterns.  
 Basic knowledge of counseling techniques and procedures.  
 Basic knowledge of criminal law and the justice system.  
 Basic knowledge of procedures concerning arrests, investigations, and transportation.  
 Basic knowledge of available community/institution resources for the offender.  
 Basic knowledge of rehabilitative or corrections institutional setting.

Skill in written and verbal communications.  
 Skill in communicating effectively on a one-to-one basis and in groups to provide or exchange information or communicate professional opinions.

Ability to evaluate behavior and information.  
 Ability to provide testimony in court.  
 Ability to review and assess information against established rules.  
 Ability to adjust program operations to meet changing needs and agency requirements.  
 Ability to respond to emergency situations in a calm manner.  
 Ability to work within deadlines and to put work in priority order.  
 Ability to deal effectively with persons of varying socioeconomic, racial, and cultural backgrounds.  
 Ability to counsel individuals and groups.

Some positions in this class may require the following:

Ability to be certified as a State of Oregon Notary Public.

## **SPECIAL QUALIFICATIONS**

Some positions in this class are required to receive certification from Board of Police Standards and Training as an Adult Parole and Probation Officer.

**NOTE:** The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.