



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
12/1/11

Agency: Oregon Department of Corrections

Facility: Two Rivers Correctional Institution

New Revised

This position is:

- Classified
 Unclassified
 Executive Service
 Mgmt Svc – Supervisory
 Mgmt Svc – Managerial
 Mgmt Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: <u>Corrections Recreation Spec. II</u>	b. Classification No: <u>C6519</u>
c. Effective Date: <u>Feb. 1, 2000</u>	d. Position No: <u>9902035</u>
e. Working Title: <u>Activities Coordinator</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Correctional Rehabilitation</u>	h. Budget Auth No: _____
i. Employee Name: _____	j. Repr. Code: _____
k. Work Location (City – County): <u>Umatilla - Umatilla</u>	
l. Supervisor Name (Optional): _____	
m. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year <input type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative
o. Eligible for Overtime: <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The mission of the Oregon Department of Corrections is to promote public safety by holding offenders accountable for their actions and reducing the risk of future criminal behavior. This includes preparing inmates for their eventual return to the community in support of the Oregon Accountability Model. The Correctional Rehabilitation Services section of Two Rivers Correctional Institution (TRCI) is responsible for the delivery and operation of program services through academic/vocational education, treatment services, cognitive restructuring skill programs, community-based liaison activities, and leisure time activities. Within the Correctional Rehabilitation section of TRCI this position is responsible for providing direct services to inmates, establishing self-help and rehabilitation opportunities for inmates who are motivated to improve their possibility of success upon release from incarceration. These services improve partnerships with all criminal justice agencies to ensure accountability.

TRCI is a 600,000 plus square foot medium-security prison located in Umatilla, Oregon. The prison has a design capacity of 1812 medium-custody inmates and a 128 bed minimum custody unit located just outside the secure perimeter of the main institution. This plays a critical

role in attaining the DOC mission by contributing to the safe, humane, and efficient management of the institution.

The basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. Our job is to move inmates from anti-social to pro-social citizens and our interactions with inmates on a daily basis are without a doubt our most powerful tool to reinforce pro-social behavior. Thus, the nature of our relationships and communications with those we have been charged to keep secure and change are core to our success.

Since relationships and respect are built through repeated experiences and communications about those experiences, then what we do and say to inmates are key to achieving long term public safety. Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through their day-to-day interactions with others.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

The purpose of this job/position is to provide development and coordination of TRCI Inmate Recreation specialist projects. They provide work related cognitive and life skills training to inmates in either the TRCI Medium or Minimum Security units. They work with potential volunteers; supervisors; and/or treatment providers to develop projects and activities which provide opportunity for training, skill development and work experience for inmates.

The purpose of this position is to manage and provide guidance to inmates from reception to release. The position is expected to model appropriate pro-social behavior, support positive change in individual offenders and actively support the Oregon Accountability Model through their day-to-day interactions with inmates.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
			<p>Works with facility section staff, correctional counselors, work crew supervisors and/or correctional program staff to develop and implement life skills training projects and activities using inmate workers; assists with the allocation and organization of program resources; research/develop, propose and coordinate and/or facilitate cognitive based life skills programs to enhance communication and problem solving; explain program and activity details and requirements to different audiences (inmates, staff, volunteers, community, etc.); propose rules and guidelines for performance to supervisor for approval; maintain quality control systems to enhance the dual purpose of customer service and security; maintain records to document assignments, training and performance goals for inmates; maintain successful and collaborative working relationships and</p>

positive communication with staff, inmates and colleagues within the Department and TRCI.

High level of direct inmate contact with emphasis on delivery of diversified programs and life-skill activities. Conducts regular feedback groups and surveys to determine customer service level and needs.

Gathers information and determine therapeutic programming appropriate for specific social and cultural groups; activities may include, but are not limited to music programs, cognitive classes, cultural related events, wellness programs, art projects, self enhancement programs, etc.

Assesses availability of funding, equipment, facility space and community resources and designs programs accordingly; assists in the preparation, assembly and justification of life skills for budget requests; oversees and initiates the expenditure of funds allocated for this section.

Solicit information and input to develop and provide direction to staff and inmates regarding special events, exercise activities, athletic events, personal health regimens, etc.

Provide a variety of security functions including overseeing inventories of craft and other related tools and supplies; area and person searches; area and event supervision; subduing combative inmates; daily inspections of areas of responsibilities to detect security, safety and sanitation concerns; inspections of all supplies and equipment entering the facility to ensure absence of contraband and conformity to facility security expectations; maintaining proper tool and key control; restricts access by unauthorized (unassigned) inmates to the area; ensure work (including storage facilities) areas are neat, organized, clean and safe; etc.

Provide liaison and supervision of all volunteers connected with the delivery of said programs and ensure training, orientation, facility familiarization requirements are met. Collaborate with Facility Community and Volunteer Coordinator to meet program needs. Ensure all documentation is maintained in an orderly and timely manner.

Selects inmate participants and workers in accordance with standards agreed upon with facility administration and operational practices. Ensures all inmates are rostered, accounted for and properly placed on call outs for activities. Works with Work Coordinator to set up programs on the data system to help track attendance and justify resource allocation. Holds inmates accountable for their behavior using department inmate disciplinary process. Daily tracks inmate program compliance and submits rosters, performance reports, daily

			<p>failures and program failures according with facility standards.</p> <p>Utilizes cognitive intervention techniques in teaching appropriate work habits and correcting inmate behavior; communicates with correctional treatment or other program staff on a frequent basis to report on progress or problems of inmate workers in achieving treatment and transition goals; models appropriate work habits and pro-social values in all interactions with inmates; and</p> <p>Responsible for providing cognitive and life skills as well as transition related training to inmates, in conjunction with other program providers.</p>
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SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

This position works inside an adult correctional facility and may encounter angry, hostile or abusive inmates, which could result in personal injury, death or becoming a hostage. Inherent custodial duties include the responsibility for handling inmate's incidents in the immediate work area. The employee is responsible to prevent escapes and other inmate incidents by proper control of keys, tools, equipment and other potential contraband. They will be required to report and document unusual incidents. Two Rivers is a non-smoking facility. There is no use of tobacco products within the facility.

- . shares the mission, vision, and core values of the department;
- . required to role-model pro-social behavior and have an attitude that conveys dignity and respect in the treatment of others;
- . acknowledges that everyone is capable of positive change;
- . extensive standing and/or walking, both indoors and outdoors, possibly during inclement weather;
- . works variable hours that may include weekends, holidays, and evenings as special activities dictate and as leisure time and community service projects occur; seven day and swing shift coverage schedule will be required that meets facility needs within the boundaries of the bargaining agreement;
- . exposed to adult felons who may pose risk of physical injury;
- . handles inmate incidents in the immediate work area;
- . subject to call back in the event of an emergency and may be re-assigned to any position as needed; and
- . requires some travel by motor vehicles for coordination with community volunteers and collection of donations. You must have a valid driver's license and good driving record or an acceptable alternate means of transportation.

The employee works inside a secure adult correctional facility. Daily contact with mostly medium-security inmates in the secure confinement of a correctional facility; subject to "call-back" in emergencies; works overtime, as required. Travel by state vehicle (employee may be required to provide own transportation in performance of duties which is compensated within state rates) to attend meetings. The employee is responsible to personally handle inmate incidents in the immediate area. The employee is responsible to prevent escapes from confinement by proper control of keys, tools, and contraband, and documenting unusual incidents as they occur. In the event of an emergency, may

be assigned to any area of the institution. Possible encounters with hostile or abusive inmate's poses risk of physical injury.

Regular attendance is a requirement of this position

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, such as state or federal laws or regulations, policies, manuals, or desk procedures.

This position requires comprehensive knowledge and understanding relating to the operations of a large correctional facility. The incumbent must use Federal and State Statutes; Department of Corrections Rules, Procedures, and Letters of Agreement; TRCI Procedures; Accounting and Business procedures; Board of Parole and Post Prison Supervision Administrative Rules; ACA Standards; Multi-State Standards; and Case Law relating to inmate rights

b. How are these guidelines used?

Assignments may involve any area of the institution. Requires a comprehensive knowledge of the above guidelines to analyze situations, formulate an opinion, and generate an appropriate response/decision. Used as specific instructions, setting specific requirements for care and custody. Also used as general guidelines, outlining parameters within which judgments and decisions are to be made.

SECTION 6. WORK CONTACTS

With whom, outside of co-workers in this work unit, must the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>			
TRCI staff	Person/phone/written	Answer questions, provide/seek information	Daily
ODOC staff	Person/phone/written	Answer questions, provide/seek information	Daily
Community service organizations	Person/phone/written	Answer questions, provide/seek information	Weekly
Citizens/Public/Volunteers	Person/phone/written	Answer questions, provide/seek information	Weekly
Local Government officials	Person/phone/written	Answer questions, provide/seek information	Daily
	Person/phone/written	Answer questions, provide/seek information	weekly

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

This position regularly makes decision concerning providing inmate direction; giving out information to staff and community; sorting and disseminating information and documents received from others as they relate to inmate activities. Failing to do so will result in the failure of programs, activities and threaten the safety and security of the facility.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

TRCI Assistant Superintendent/Transitional Services has oversight of the program and provides direction to team of Recreation specialist Coordinators. This position will do all activities regarding supervision with the exception of approving disciplinary, evaluations and timesheets. He will provide input in regards to all elements of supervision. Work will be reviewed on a weekly basis, in person, and by written communication. Review includes evaluation of completed projects and on-going assessment of program and planning. Reviews will ensure the quality and quantity of work meets the expectations of the position.

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SECTION 9. OVERSIGHT FUNCTIONS

a. How many employees are directly supervised by this position? _____

How many employees are supervised through a subordinate supervisor? _____

b. Which of the following activities does this position do?

- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> Prepares & signs performance evaluations |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification

LEDS certified or be able to obtain LEDS certification.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

N/A	N/A	N/A

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

A. Rossi
Employee Signature

12-02-11
Date

Supervisor Signature

Date

Appointing Authority Signature

Date