

- 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:**

Manage a caseload of inmates who are nearing the end of their incarceration period. This includes participating in the development of reentry programs and preparing inmates for release into the community by interviewing inmates, identifying risks, needs, housing options, support systems, preparing release plans and participating on multidisciplinary case management teams. This position also responds to inmates' requests and counsels inmates as needed.

SECTION 3. DESCRIPTION OF DUTIES

The employee in this position is expected to recognize their responsibility to act ethically at all times in accordance with the very highest standards of integrity.

Regular attendance is an essential function required to meet the demands of this job and to provide necessary services.

The incumbent is expected to perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully; engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations; develop good working relationships with division and agency staff and supervisors through active participation in cross-divisional group projects and in identifying and resolving problems in a constructive, collaborative manner; demonstrate openness to constructive feedback and suggestions, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

The Oregon Accountability Model (OAM) depends upon a team approach to custody with security-series personnel and non-security personnel communicating effectively to maintain safe, secure, and sanitary correctional environments while preparing inmates for successful reentry into the community. The vast majority of ODOC inmates will return to Oregon communities. Enhanced public safety, lower crime rates, and reduced recidivism can all be tied directly to attitudes and actions of correctional staff who must effectively apply ODOC rules and transition initiatives in their daily interaction with inmates. All staff are expected to model pro-social behaviors; reinforce positive behaviors; redirect negative behaviors; and effectively communicate observed behaviors to responsible program staff, administrators, and supervisors in support of the OAM.

Correctional Case Management (CCM), the critical next step toward implementation of the Oregon Accountability Model, is a proactive, collaborative, multi-disciplinary process. The CCM process unifies procedures and personnel to balance departmental resources and an inmate's needs throughout his/her incarceration and community supervision.

Correctional Outcomes through Research and Engagement (CORE), is designed to monitor and measure work we do every day. This allows DOC to identify opportunities to improve and/or streamline processes, use data to identify constraints, effectively use resources and, ultimately, promote public safety. CORE provides employees with opportunities to influence and improve the fundamental way we do business.

The Oregon Department of Corrections has a zero-tolerance of sexual harassment within its institutions/Administration Buildings/Facilities owned, operated or contracted. The intent of the Prison Rape Elimination Act (PREA) is to ensure a safe, humane and secure environment, free from the threat of sexual abuse and sexual harassment for all inmates and employee/volunteer/contractors/intern workers.

All forms of sexual contact and sexual harassment between inmates and employees/volunteers/contractors/interns are prohibited by Oregon Department of Corrections policy. Therefore, if you are aware of any such incidents, you have a duty to report them to your supervisor.

All Department of Corrections staff have a valuable role in the delivery of multi-disciplinary services. Despite differences in their training, culture, and job specific mission, they all have some common goals. When all DOC staff share appropriate information and assist in the case planning of inmates, both the quality of change and the safety of the correctional environment improve. Mutual respect, proper orientation and training, and ongoing communication and cooperation provide the foundation of correctional case management. All staff are expected to follow CCM principles and practices.

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
50%	R	E	<p><i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i></p> <p>Manages a pre-release caseload of inmates who are six months (or less) from release. Meets with inmates and counsels, advises and guides them through the release planning process. Works in conjunction with Parole and Probation offices, Parole Board, other DOC staff, other agencies (e.g. OYA, DHS, etc.), and the inmate to develop and coordinate appropriate release plans. Gathers information through review of multiple electronic systems (e.g. LEADS, AS400, CMIS, OMS, etc.) and the inmate's "hard file" and through interviews with the inmate to prepare an individual release plan. Recommends Special Conditions of Supervision to the Parole Board. Explains expectations for release including general and special conditions of supervision as well as county reporting instructions</p>
10%	R	E	<p>Processes Special Needs benefit applications through Social Security Administration and the Department of Human Services when appropriate. Confirms release transportation, release medication and incidental funds etc., prior to release and as needed.</p>
10%	R	E	<p>Reviews, keeps current, and completely works within Oregon Revised Statutes (ORS's) and Oregon Administrative Rules (OAR's) pertaining to Oregon Department of Corrections (ODOC) and the Parole Board. Follows ODOC policies and procedures, federal laws, Interstate Compact agreements, sentencing guidelines/ODOC sentencing issues, Attorney General's opinions, case law, criminal code, LEADS policies and procedures and any other guidelines, policies, or procedures required to maintain this caseload. Ensures all legal requirements have been met for release of the inmate into the community. Makes necessary community notifications. Processes waivers and interstate compact transfer requests.</p>
15%	R	E	<p>Responds in a timely and professional manner to inmate grievances and to written and verbal requests by inmates for information and interviews. Responds in a timely and professional manner to requests for inmate information from a variety of community or state agencies as well as from other institution staff. Facilitates communication between inmates and outside agencies, Parole Board, Courts, housing and transportation resources. Responds to letters and phone calls initiated by attorneys and inmate families.</p>
15%	R	E	<p>Attends meetings as required. Participates on multi-disciplinary case management teams. Assists in implementing new reentry processes and programs. Meets regularly with and works in conjunction with other Correctional Counselors and other sections to maintain good working relationships and share information regarding operational concerns or changes. Keeps the Release Services Manager informed of operational issues and program status. May participate</p>

			In special committees and meetings as approved or assigned. May participate in non-mandatory training as approved. May provide new counselor training as approved or assigned. Attends mandatory annual in-service training or specialized training seminars. Performs other duties as assigned.
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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.

Regular office environment with occasional travel by automobile; regular contact with inmates; and some stress with deadlines. Work requires entering an institution setting on a regular basis where physical abuse, assault, and riot could occur. In the event of an emergency, this employee is subject to call back at which time the employee could be placed in any post in administration or an institution.

Will be expected to share the mission, vision, and core values of the department; requires active modeling of pro-social behavior in support of a workplace environment respectful of human dignity, social responsibility, personal growth, and transition readiness; must be able to acknowledge that everyone is capable of positive change, that incarceration provides a powerful opportunity to effect positive change, and that the future public safety of Oregon depends on maintaining environments where such change is valued and nurtured.

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.

- Department of Corrections Rules and Policies
- Board of Parole and Post-Prison Supervision Administrative Rules
- Oregon Revised Statute
- Criminal Codes of other states
- Interstate Agreement on Detainers and Compact Transfer Requests
- Multi-State Standards

b. How are these guidelines used?

As reference documents to ensure rules and procedures are followed in order to maintain equal and consistent treatment to all inmates assigned to a Counselor's caseload.

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?
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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".

Inmates	telephone/writing/in-person	Respond to questions, preparing inmates for release, developing release plans	Daily
DOC staff, other state corrections staff, community corrections, federal prisons, law enforcement	telephone/writing	Respond to inquiries and request information	Daily
Courts, district attorneys, defense attorneys, and police agencies	telephone/writing	Legal communication	Weekly
Other state agencies	Telephone/writing/in-person	Respond to questions, preparing inmates for release, developing release plans	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

Inmate case management decisions relating to community re-entry activities.

Counselor will determine case review schedules and inmate visits independently and in accordance with supervisor directives and department rules.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Release Services Manager	Position # 710005	In person and telephonically	As needed basis	To clarify issues, Performance Evaluation

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? 0
- How many employees are supervised through a subordinate supervisor? 0

b. Which of the following activities does this position do? None

- | | |
|---|--|
| <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 |

Disciplines and rewards

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:

The person in this position must have excellent verbal and written communication skills. In addition, the person must be able to work with little direction and make quick, logical decisions. Must be LEDS certified.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
<i>Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".</i>		
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, and employee name and position number.

SECTION 12. SIGNATURES

Employee Signature _____ Date _____

Supervisor Signature  Date 2/12/14

Appointing Authority Signature  Date 2/12/14