



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
2-3-14

Agency: Department of Corrections

Facility: TRCI

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>Correctional Counselor</u>	b. Classification No: <u>C6783</u>
c. Effective Date: _____	d. Position No: <u>1300496</u>
e. Working Title: <u>Correctional Counselor</u>	f. Agency No: <u>29100</u>
g. Section Title: <u>Correctional Rehabilitation</u>	
h. Employee Name: _____	
i. Work Location (City – County): <u>Umatilla - Umatilla</u>	
j. Supervisor Name (optional): _____	
k. Position: <input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Seasonal <input type="checkbox"/> Limited Duration <input type="checkbox"/> Academic Year	
<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Intermittent <input type="checkbox"/> Job Share	
l. 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	m. Eligible for Overtime: <input checked="" 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 Transitional 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 Transitional Services Section of TRCI this position is responsible for providing direct services to inmates, establishing self-help and rehabilitation opportunities to motivate and to improve their possibility of success upon release from incarceration. These services improve partnerships with all criminal justice agencies to ensure accountability.

The primary purpose of an institution is to protect the public by providing confinement as authorized by statute and as ordered by the courts. In addition to confinement, essential daily living needs are provided, including food, clothing, housing and health. Self-improvement opportunities are also available in the form

of education, leisure-time activities, meaningful work assignments, and participation in special need programs.

Two Rivers Correctional Institution is a 600,000+ square foot medium-security prison with a design capacity which houses 1802 inmates located in Umatilla, Oregon, including a 128-bed minimum custody unit located just outside the secured perimeter of the main institution. In addition to general population housing, TRCI has a disciplinary segregation unit and an administrative segregation unit.

**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 position is to enhance staff and inmate safety and reduce the risk of recidivism among intensive and intermediate level inmates through a comprehensive case management system. The Correctional Counselors provide intensive and intermediate active case management for inmates based on their risk to recidivate and special needs. By doing so, Correctional Counselor resources are focused on offender success by identifying the right needs, utilizing the right interventions and managing at the right level of case management. Correctional Counselors will also provide basic services to low risk to recidivate inmates. Correctional Counselors are the core correctional resource for case management and multi-disciplinary team approach. This approach assists with building rapport between the different program disciplines within the institution and results in a holistic; systems based approach for working with each individual inmate. Accurate case assessment (s), along with utilization of an evaluation instrument(s) with levels of case management that are common with Community Corrections partners, provide the inmate with a consistent correctional approach for inmate transition/re-entry. The case management goal at TRCI is to interact with inmates in a manner that both promotes the safety and security of everyone within the institution and also promotes effective case planning which prepares the inmate by meeting his needs for the ultimate success of the offender upon release back to the community, leading to **reduced recidivism** and increased safety for the people of Oregon.

Manages a caseload of inmates from reception to release, including the preparation of case management documents (Post Sentence Reports, Supplemental Reviews, memos, letters, Classification Scoring Forms, etc), inmate program assessments, responds to inmate requests, interviews, and counsels inmates. **The counselor 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
60%	R	E	<p><b><u>Intensive and Intermediate Case Management:</u></b></p> <p>These caseloads will manage offenders with a combination of both high and moderate ACRS scores, to include inmates identified with low ACRS special needs. These cases will receive intensive/intermediate case management as outlined below.</p> <p>Responds to inmate requests for personal interviews and written requests.</p> <p>A LS/SMI assessment, plus case plan is required for all inmates. The plan is managed by the Correctional Counselor is based on assessment data,</p>

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

collateral information such as criminal history, behavior, family background and previous supervision cycles.

Within 30 days upon arrival at TRCI, new inmates are interviewed by their assigned institution Correctional Counselor and immediate needs of the new inmate will be addressed. Subsequent interviews will be scheduled for program needs discussions. Throughout the inmate's stay, the Correctional Counselor is responsible for discussion of personal and/or institutional problems and processing changes in custody status and program needs. Appropriate information related to case management duties is entered into the DOC 400 in the Correctional Counselor chronos.

Monitors, inmate progress and initiates recommendations concerning custody classification, leaves, institution transfers, prison term reduction recommendations, sentencing guidelines earned time reduction recommendations and other programming options.

Creation of case plan to identify personal goals. Develop achievable goals. Identify the motivational factors and the inmate's motivation for doing criminal activity.

Use motivational interviewing techniques to gain buy-in and build the inmates capacity for positive self directions. Increased program availability (evidence based) when the inmates are available to program outside of other work and program assignments. Use every interaction with the inmate to ensure they become treatment ready.

Make contact with the inmate at work site, during visits, programs and activities (could include meeting the inmate in group or individual settings). Acknowledge inmate's success by attending program graduations or recognitions. Communicate with inmate families about ways they can help the inmate and be a part of the inmate's life; meeting with them on a predetermined basis. Assist the family in identifying ways to become and/or maintain a positive support system. Meet with work crew supervisors, Chaplain, institution and program staff to discuss inmate's progress as part of case management.

Reports/Assessment Tools will include:

LS/CMI Case Plan

Classification and WHALE assessments as significant events occur  
IMU packets for Special Population Committee

Interstate Compact Reports

Parole Board Reports

Out of State Parole Board Reports

Static 99 Reports

Adjustments to Final Order Reports

JJPS Review

Documentation of Case Management Contacts

Documentation of Inmate/Collateral Contacts

Respond to emergency interventions. Attend SNIIEC meetings and/or Multi-Disciplinary meetings to discuss inmate case management plans, evaluation of needs, i.e., appropriate transition, programs issues, privileges, incentives, activities and work assignments. Meet with inmates in all housing units and upon release from special housing units to discuss issues and behaviors. Utilize Responsivity Factors to identify the state of change the inmate is in and program accordingly.

Increase collaboration between CTS, security, community agencies and release planning. Assist the inmate in their release process. Counselors will respond to any outside service agency inquiry regarding former inmates.

35%		<p>This caseload will manage all low ACRS score offenders. This caseload will receive limited caseload management as noted below.</p> <p>Reactive caseload management through written communications.</p> <p>Respond to notable issues and limited emergency interventions, and to any outside service agency inquiry regarding inmate.</p> <p>Reports/Assessment Tools will include:</p> <ul style="list-style-type: none"> <li>Classification and WHALE assessments as significant events occur</li> <li>IMU packets for Special Population Committee</li> <li>Interstate Compact Reports</li> <li>Parole Board Reports</li> <li>Out of State Parole Board Reports</li> <li>Static 99 Reports</li> <li>Adjustments to Final Order Reports</li> </ul> <p>JJPS Review</p> <p>Documentation of Case Management Contacts</p> <p>Documentation of Inmate/Collateral Contacts</p> <p>May refer inmates to High/Moderate Caseload.</p>
5%		<p>Provides input on Special Visit requests.</p> <p>Annual In-service Classroom and Computer Based Training completion.</p> <p>Attend conferences, staff meeting concerning delivery of services to inmates or regarding the mission of the Department of Corrections.</p> <p>Organize and teach a minimum of one regular scheduled group activity.</p> <p>All other duties as assigned</p>

---

#### 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.**

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 inmates pose risk of physical injury.

Work schedule: As needed to complete work

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 State Statutes; Department of Corrections Rules, Procedures, and Letters of Agreement; TRCI Procedures; Board of Parole and Post Prison Supervision Administrative Rules; Multi-State Standards; and Case Law relating to inmate rights

**b. How are these guidelines used?**

Assignments may necessarily 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>			
Community Corrections	Telephone/email/personal	Client information purposes, release planning	As needed
Supervisor	Telephone/e-mail/personal	Operation purposes, release planning	As needed
DHS	Telephone/correspondence		As needed
Courts and Judges, attorneys, police agencies, and BPPST	Telephone/correspondence	Legal communications	Weekly
DOC staff/All divisions	Telephone/email/personal	Operations/client information purposes	Daily
Inmate Families/friends	Telephone/written/personal	Client information purposes	Daily
Inmates	Telephone/correspondence	Assessment/counseling	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. Recommendations for custody classification, institutional transfers, reduction in prison term requirements to the Oregon Board of Parole, Post-prison Supervisor. Program recommendations, transitional leaves, transfer approval/denial, and classification. Has direct bearing on inmate institution and community re-entry activities.

Counselors will determine case review schedules and inmate call-outs 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
----------------------	-----------------	-----	-----------	-------------------

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

Transition Services Manager	9912.003	Personal Observation/discussion/ meetings/planning sessions	Daily	Performance Evaluations Monthly/Yearly.

**SECTION 9. OVERSIGHT FUNCTIONS**

- 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?

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

The counselor operates the Department of Corrections DOC 400 computer system to obtain information regarding parole release dates and other critical information. This job requires exceptional skill in oral and written communications and the employee must have the ability to effectively communicate verbally and in writing in a timely manner; inmates and inmates families, and criminal justice personnel must be able to understand the inmate's current situation and why. Counselors will address adjustment problems inmates have during their incarceration period (answer grievances, counsel inmates throughout the institution and referrals, etc). This job requires an Oregon Driver's License or an acceptable means of transportation; Respond to emergencies, if available. Must be knowledgeable and proficient in use of computer and word processing equipment.

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

Operating Area	Biennial Amount (\$00000.00)	Fund Type
N/A	N/A	N/A

*Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

---

**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**

---

---

Employee Signature

---

Date

---

Supervisor Signature

---

Date

---

Appointing Authority Signature

---

Date