STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
6/10/13

This position is:
☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt Svc – Supervisory
☐ Mgmt Svc – Managerial
☐ Mgmt Svc - Confidential

Agency: Department of Corrections

Facility: Coffee Creek Correctional Facility

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Correctional Counselor
b. Classification No: C6783
c. Effective Date:
d. Position No:
e. Working Title: Correctional Counselor
f. Agency No: 29100
g. Section Title: Correctional Rehabilitation
h. Employee Name:
i. Work Location (City – County): Wilsonville - Washington
j. Supervisor Name (optional): Chris Randall
k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
l. FLSA: ☐ Exempt ☒ Non-Exempt
If Exempt: ☐ Executive ☐ Professional ☐ Administrative
m. Eligible for Overtime: ☒ Yes ☐ 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. Coffee Creek Correctional Facility emphasizes implementation of the Oregon Accountability Model (OAM), which states that all staff of the Oregon Department of Corrections is responsible for contributing to long-term public safety by influencing sustainable offender change. The OAM depends upon a team approach to custody with the 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. In addition to the OAM, CCCF has established the Correctional Case Management (CCM) model. CCM emphasizes the management of inmates as a collective responsibility. The vast majority of DOC 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. Our success in carrying out our mission is dependent upon our employees,

contractors, and volunteers working together towards a common goal. All staff are expected to model pro-social behaviors, reinforce positive behaviors, and redirect negative behaviors. Communicating observed behaviors to responsible program staff, administrators, and supervisors is key to supporting the OAM and CCM. Coffee Creek Correctional Facility is a 1,672 bed state prison located in the Portland metropolitan area, near the town of Wilsonville. Prison operations include: 432-bed adult male intake center; 700-bed adult women's medium security unit which includes 64 special housing beds; and a 540-bed adult women's minimum security unit. The CCCF superintendent reports to the Institution Administrator and Assistant Director of the ODOC Operations Division and is responsible for general operation of the facility and liaison with the local community. Other major program components located at CCCF which are administered by other ODOC divisions and are coordinated by the facility administration include: Health Services, Behavioral Health Services, Treatment Programs, Work Force Development, Oregon Correctional Enterprises, and Offender Information and Sentence Computation 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 manage a caseload of inmates from reception to release, to include preparing case management documents (i.e. Post Sentence Reports, Supplemental Reviews, memos, letters, Classification Scoring forms, chronological entries, LSCMI Assessments etc.), making inmate program assessments, appropriately determining custody levels, responding to inmate requests, and interviewing and counseling inmates. This position works in conjunction with security staff in assessing and making decisions on security issues regarding inmates. Correctional Counselors are the Core Correctional Resource of the Department.

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	GENERAL DUTIES
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
77%	NC	E	**Case Management/Counseling** Completes a thorough file review of all new inmate transfers to CCCF, which may require collateral contact and networking with outside agencies, including law enforcement, parole officers and Department of Justice staff through Law Enforcement Data Systems (LEDS), phone calls and letters requesting police reports; conducts an initial interview with all new CCCF intakes, discusses the inmate's immediate and long-term needs, and reviews prior work and program history as well as update emergency notification information. Utilizes Motivational Interviewing techniques, cognitive behavioral interventions, and assignments designed to enhance motivation for change; creates case plans to direct and monitor the inmate's programming needs; facilitates treatment groups; develops and implements group and individual interventions; utilizes appropriate interventions to target risk factors; writes conduct orders and disciplinary reports as necessary; revises and updates Oregon Corrections Plans and

LS/CMI case plans by determining the areas of risk for the inmate to address; meets with the inmate to discuss the inmate's program needs and compliance with the case plan; completes assessments within the parameters of Oregon Department of Corrections rules, policies, procedures, and applicable scoring rules; performs LSCMI assessments and develop an individualized case management plan in conjunction with the inmate to address inmate's risks and needs.

Provides counsel, advice and guidance to inmates within the parameters of Oregon Department of Corrections rules, policies and procedures, federal and state laws, Parole Board rules and CCCF procedures as it pertains to inmate incarceration planning through release planning.

Makes appropriate referrals for inmate treatment programs and work opportunities.

Case bank counselors will manage a caseload of inmates who are deemed to be low risk and will provide limited case management to this population of inmates.

Identifies inmates who pose a serious threat to the safety and security of the institution due to a prior escape history, gang history or threats and assaults directed to staff or inmates; indicates whether designators exist that may not have been identified at intake, i.e. escape history, high profile case, etc; alerts staff when such a threat exists.

Determines the inmate custody level, special case factors, override recommendations, and designators according to the rules, policies, and/or procedures determining these situations in order to keep the caseload

Requests supervised and emergency trips and institutional transfers.

Responds to inmate personal problems and emergencies within appropriate timelines, coordinates emergency services with other institution staff, and initiates emergency notifications when necessary.

Obtains and provides supporting documentation/information, i.e. misconduct reports, court orders, police reports, unusual incident reports, memos and investigative reports by security staff; follows up with any requests for additional information or clarification as requested by the Conflict Verifier.

Release planning: Gathers information through a file review and from inmate to prepare proposed release plan; works with inmate and county to determine appropriate housing and transportation upon release; develops recommended conditions of supervision; meets with inmate to explain expectations for release as well as general conditions and special conditions; works in conjunction with field offices, Parole Board and other agencies to develop and to coordinate appropriate release plans and process subsidy requests for inmate; ensures all legal requirements have been met for release of inmate into the community; makes necessary community notifications; processes waivers, interstate compacts, and Alternative Incarceration Paperwork; coordinates release with R & D; provides pre-release preparation, including scheduling and attending PO

			reach-ins. Keeps the Correctional Rehabilitation Unit Manager informed of inability to meet specified timelines and major issues affecting particular cases. Demonstrates the skills and abilities of this position as specified in the Special Requirements section of this Position Description.
15%	NC	E	**Documentation and Administrative Tasks** Documents case plan progress/compliance in the chrono history and/or LSCMI case plan. Responds professionally and within specified timelines 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 the inmate and outside agencies, Parole Board, and Courts. Responds to letters and phone calls initiated by attorneys, inmate families, and other stakeholders. Responds to work completed for administrative staff; may draft reports and letters for Department of Corrections Director, Superintendent, Assistant Superintendents, Correctional Rehabilitation Unit Managers or other government officials. Researches, investigates, develops, writes, and documents a variety of inmate reports, providing evaluation and summary of inmate program and conduct, including recommendations for modification of prison term, parole consideration or progress summaries for offenders housed in Oregon correctional facilities by other states. Attends meetings as required; meets regularly with and works in conjunction with Correctional Rehabilitation Unit Managers, other Correctional Counselors and other sections to maintain good working relationships and to share information regarding operational concerns or changes. Inspects work areas for safe and secure conditions as well as cleanliness and organization; ensures that work areas meet safety standards by correcting and/or reporting safety concerns; maintains work areas in a professional, clean, and organized manner. Is responsible for the charge and control of inmates in the immediate work area and for the prevention of escapes by proper control of keys.
5%	NC	E	**Other Duties and Special Assignments** May participate in special committees and meetings as approved or assigned; volunteer to be Acting Correctional Rehabilitation Unit Manager; participate in non-mandatory training as approved; provide new employee institution and department orientation as approved or

			assigned; provide new counselor training as approved or assigned; provide A&O presentation during inmate Admission and Orientation.
3%	NC	E	**Training** Attends mandatory annual in-service training or specialized training seminars; reviews and keeps current on ODOC rules, policies, procedures, Parole Board rules, ODOC administrative directives, state and federal laws, compact agreements, sentencing guidelines/DOC sentencing issues, Attorney General's opinions, case law, criminal code, LEDS policies and procedures and any other guidelines, policies, or procedures required to maintain this caseload.

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.

Coffee Creek Correctional Facility is tobacco-free. Use of tobacco products is prohibited within buildings and is restricted to designated smoking areas. Work is performed in a prison housing maximum level 5, medium level 3 & 4, and minimum level 1 & 2 inmates. The inmates have the potential for becoming angry, hostile, abusive, and aggressive increasing the risk to employees of physical injury, death, and/or being taken hostage. There is an inherent responsibility to provide assistance through recall and/or reassignment during inmate unrest and other emergency situations occurring at the institution.

All employees are required to use a computer for electronic mail and related inmate work systems in the regular performance of their duties.

Work schedule is driven by institution need in providing counseling services to inmates and in accommodating requirements of Section 41, Article 1 of the Oregon State Constitution (previously known as Ballot Measure 17.) Requires occasional in-state and out-of-state over night travel.

All employees shall be expected to interact with co-workers, inmates and the public in a professional, respectful manner. This includes refraining from any type of behavior, action or language that could be perceived as hostile, discriminatory, intimidating, violent or abusive.

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.

Applicable State and Federal laws, rules or guidelines and Department of Corrections Administrative Rules, Policies and Procedures, including but not limited to the following:

Oregon Department of Corrections Rules and Policies
CCCF Procedures
Interstate Compact Procedures
Attorney General Opinions/Case Law
Oregon Administrative Rules
Interstate Agreement OIN Detainer
Federal Laws
Criminal Code of Oregon
LEDS/NCIC Manual and Directives

b. How are these guidelines used?

These guidelines are used to provide limitations, directions, and operating instructions; to ensure compliance with applicable regulations and standards for equal and consistent treatment of inmates; to assist in interpreting the laws, statutes, policies and procedures and assist in applying these interpretations to specific situations.

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?

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

Other institution/DOC staff, inmates, inmate family and friends, victims, victim family and friends, Courts/Judges, attorneys, general public, law enforcement agencies, DHS, other public, private, state and federal agencies	By telephone, in writing, e-mail, and in person.	Assist in planning, developing, implementing, coordinating and training within the scope of providing correctional counseling services.	Daily or as needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Counselors make inmate case management decisions. This position interprets policies and makes recommendations for custody classification, institution transfers, reduction in prison term requirements to Oregon Board of Parole and Post Prison Supervision and the Superintendent, supervised trip activities/leaves, etc. In making good decisions and recommendations about these decisions, this position directly affects inmates' behavior within the institution, ability to reintegrate into the community, and ability to remain productive members of society. In the absence of the Correctional Rehabilitation Unit Manager, this position fills in as Acting Correctional Rehabilitation Unit Manager, schedules staff, makes assignment decisions and provides technical advice for other Counselors in addition to handling the other responsibilities of the Correctional Rehabilitation Unit Manager as assigned.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Correctional Rehabilitation Unit Manager	0100182	In person, by telephone, email, correspondence.	Ongoing and at least annually.	Performance is reviewed to determine general efficiency and compliance with position description and work plan, to communicate areas of strengths and weaknesses, and to set future goals and objectives.

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

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?

- ☐ Plans work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ 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

Must routinely work closely with large groups of inmates and counsel with inmates on a one-to-one basis. Must have the ability to adapt to security situations. Must be able to work closely with public citizens in a prison setting while projecting positive image of the Department of Corrections. Counselor works under sometimes stressful circumstances with staff shortages while still maintaining the goals of the section. It is essential the employee maintain regular and consistent attendance in order to be successful in this position.

SPECIAL REQUIREMENTS: *List any special mandatory recruiting requirements for this position:*

Must obtain Law Enforcement Data System Certification. Must possess word processing skills and be able to learn specific computer programs related to case management.

To demonstrate the knowledge and skills of this position the employee must have skills in the following areas: counseling individuals and groups, written and verbal communications, evaluating behavior and analyzing information, communicating effectively on a one-to-one basis and in groups to provide or exchange information or communicate professional opinions, and reviewing and assessing information against established rules. Additionally, must have the ability to adjust program operations to meet changing needs and agency requirements, work independently within deadlines and place work in priority order, and deal effectively with persons of varying socioeconomic, racial and cultural backgrounds.

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

Operating Area	Biennial Amount ($00000.00)	Fund Type

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

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

Employee Signature	Date	Supervisor Signature	Date

Appointing Authority Signature	Date