



STATE OF OREGON  
POSITION DESCRIPTION

Position Revised Date:  
January 28, 2015

Agency: Oregon Department of Corrections

Facility: SCI/OSPM

New  Revised

This position is:

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

SECTION 1. POSITION INFORMATION

<p>a. Classification Title: <u>Adult Correctional Counselor</u></p> <p>c. Effective Date: <u>10/5/2011</u></p> <p>e. Working Title: <u>Correctional Counselor</u></p> <p>g. Section Title: <u>Correctional Rehabilitation</u></p> <p>i. Employee Name: _____</p> <p>k. Work Location (City – County): <u>Salem-Marion</u></p> <p>l. Supervisor Name (Optional): <u>S. Villagomez</u></p>	<p>b. Classification No: <u>C6783</u></p> <p>d. Position No: <u>7083010</u></p> <p>f. Agency No: <u>29100</u></p> <p>h. Budget Auth No: _____</p> <p>j. Repr. Code: <u>CP</u></p>
<p>m. 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</p>	
<p>n. FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt</p>	<p>If Exempt: <input type="checkbox"/> Executive <input type="checkbox"/> Professional <input type="checkbox"/> Administrative</p>
<p>o. Eligible for Overtime: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>	

SECTION 2. PROGRAM AND POSITION INFORMATION

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

The Santiam Correctional Institution (SCI) and Oregon State Penitentiary, Minimum (OSPM) are full service minimum security institutions that emphasize program, education and work activity for its populations. Programs implemented are to reduce inmate idleness and/or provide effective transition back to the community. These activities include industries and public service work opportunities, mental health and alcohol/drug treatment, relapse prevention, education, life skills, religious programs, community services linkage and labor. These facilities are composed of employees who work within a multi-disciplinary component including rehabilitation services, security, treatment and other inter-related positions. These facilities include the overall administration of approximately 180 employees, contractors and volunteers providing services to 440-700 adult inmates.

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.

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.

The Department of Corrections recognizes and respects the dignity, diversity and human rights of all persons. In support of those values, DOC employees are expected to promote a respectful work environment that recognizes cultural diversity. Moreover, ODOC upholds a zero-tolerance policy towards all sexual abuse.

**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:**

Provide institution counseling and correctional rehabilitation services. Managing inmates from institution admission to community release, ensuring appropriate classification, programming and development of Individual Case Planning and the Oregon Corrections Plan. Assisting and facilitating transitional release activities for inmates, while assisting in the maintenance of institutional security.

### 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 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 constrictive feedback and suggestions, in an effort to strengthen work performance, and contribute to a positive, respectful and productive work atmosphere.

Staff are expected to contribute to the establishment of a working environment that is positive, productive and free from harassment and discrimination. As part of this effort, staff are encouraged to participate in the support and activities that support cultural awareness, diversity and affirmative action.

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.

The Correctional Case Management is a component of the OAM that brings emphasis to the fact that the management of inmates is a collective responsibility and uses our resources in a way that economically, efficiently and effectively provide for the best public safety outcomes. All staff and partners play a role in providing services to the inmate population. The OAM and the CCM provide the framework and the opportunities for staff and partners to build a sustainable system that affords inmates positive opportunities for change, protects the public's safety and reduces the number of inmates rotating through the criminal justice system. Individual and collective participation is critical to the success of this mission.

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.

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

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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".*

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<b>% of Time</b>	<b>N/R/NC</b>	<b>E/NE</b>	<b>DUTIES</b>
85%	NC		<p>Coordinate and facilitate inmate programs that will enhance the inmate's successful transition to the community. Access inmate program needs and make program assignments consistent with the Inmates Oregon Corrections Plan and LS/CMI Case Plan.</p> <p>Document on Offender Chrono Screen/Case Plan all relevant work/program planning and overall inmate caseload management. Monitor/Document Six month earned time reviews and compliance requirements for the next case plan review period.</p> <p>File review of all new inmates on caseload. Interview all new inmates on caseload. Provide orientation services to all new SCI inmate arrivals. Counsel inmates as to their program options and direct inmates in accordance to their Case Plan, Oregon Corrections Plan and level of supervision.</p> <p>Monitor Inmate Oregon Corrections Plans. Generate and update the LS/CMI Assessments and Case Plans. Determine inmates highest priority needs, make appropriate program referrals. Determine earned time percentage by monitoring earned time reports.</p> <p>Update Custody Classification Summaries. Determine appropriate custody level through file review, electronic notifications and inmate interviews. Monitor STATIC 99 Reports, LS/CMI Case plans, WHALE and Incentive Level status. Generate SPM packets as needed. Review and recommend STTL applications.</p> <p>Request/run LEADS, FBI, DMV, OJIN, JJPS records. Assist with inmate visitation process. Recommend/Approve Special Visits. Assist in the Visiting Appeal Process. Assist in the entry of the Computerized Visitor Tracking System.</p> <p>Provide crisis interventions to inmates. Verify/notify inmates of family serious injury, illness, or death. Process emergency leaves or escorted trips.</p> <p>Problem solves Inmate Trust Account issues. Perform notary services. Serve court documents. Process recommendations to modify prison term. Prepare supplemental reports.</p> <p>Support SCI/OSPM Measure 17 compliance. Recommend appropriate work eligibility and institution assignments to appropriate stakeholders.</p> <p>Take necessary corrective action to ensure that all inmates are programming/working a minimum of 40 hours per week.</p> <p>Develops or participates with program planners in developing classes and living unit programs. Address deficiencies that may be noted on their Case Plan and Oregon Corrections Plan that may benefit the inmate in a smooth and productive transition back into the community.</p>

		<p>Develops new programs and documents/updates LS/CMI as needed.</p> <p>Assists Program Managers in the coordination of treatment programming needs indicated in the Oregon Corrections Plan and LS/CMI Case Plan.</p> <p>Assists the DOC release counselor and parole officer whenever necessary in the inmate release and transition process.</p> <p>Works closely with housing unit corrections staff, keeping them properly informed and seeking their advice on housing unit programming efforts. Participates in weekly Multi-Disciplinary Team meetings.</p> <p>Assists in the development and implementation of accountability, skill improvement, and rehabilitative programs to meet the needs of the inmates during incarceration with the ultimate goal of successfully transitioning them back into the community.</p> <p>Recommends/Assigns inmates to appropriate treatment programs by evaluating where the inmates are in their Oregon Corrections Plan and LS/CMI Case Plan.</p> <p>Conducts, reviews all case plans designed to prepare and successfully transition inmates back into the community, thereby lowering the risk of future criminal conduct and recidivism.</p>
5%	NC	<p>Make daily visits to the inmate housing and living units. Respond to or prepare draft responses to correspondence from inmates, inmate families, public officials, and citizens on behalf of the Superintendent or Correctional Rehabilitation Manager. Attend DOC training on a minimum basis of 40 hours per year. Participate on special work committees as assigned by the Correctional Rehabilitation Manager. Assist in the training of new staff/volunteers. Conduct tours of the institution.</p>
5%	NC	<p>Monitor, control, report and document inmate conduct and movement in the work area and when touring the institution. Report and document disturbance indicators and unusual incidents. Control institution keys by maintaining proper custody, use and reporting discrepancies. Control and secure the work area for authorized people and materials. Maintain preparedness for emergencies by reading and following the Emergency Response Plan and being subject to emergency recall to the institution for assignment.</p>
5%	N	<p>Performs other duties or tasks 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.**

This employee works inside a secure adult correctional facility. Inherent custodial duties include the responsibility for personally handling inmate incidents in the employee's immediate work 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. Possible encounters with abusive inmates that pose the risk of injury. The employee is subject to call back in the event of an emergency at which time he/she would be placed in any post in the institution. During a "work stoppage", he/she would be required to fill any post assigned in the institution.

This employee in this position works as a member of a team where conversations and paperwork are generated of a sensitive nature. The conversations and paperwork may occur on a daily basis. This employee must have the ability to keep this information confidential.

## 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.**

- *DOC Mission, Core Values and Vision*
- *Federal and State Laws*
- *Attorney General Opinions*
- *Oregon Administrative Rules*
- *DOC Rules, Policies, & Procedures*
- *SCI/OSPM Procedures*
- *Classification Manual*
- *LEDS Manual*
- *Board of Parole & Post Prison Supervision Rules, Policies, and Procedures*
- *Collective Bargaining Agreement*

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

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?
Inmates	In Person	Assessment/Programming	Daily
Inmate Relations	Phone/Mail/Person	Client Information/Programming	Daily
DOC Institutions/Personnel	Phone/In Person	Meetings/Assignments/Resolve Issues	Daily
County Corrections	Phone/Mail/ Person	Client Information/Programming	Daily
Law Enforcement	Phone/Mail/ Person	Warrants, etc.	Weekly
Public	Phone/ Person	Requests for Information	Daily

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

## SECTION 7. POSITION RELATED DECISION MAKING

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

Decision affecting inmate classification and custody, earned time credits, visiting privileges, programming opportunities. These decisions can affect institution security, public safety, and the legal release of the inmate on the earliest possible projected date.

## 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>				
Correctional Rehabilitation Manager	2010002	In Person/Phone/ E-Mail/Mail	Daily and weekly basis.	Purpose of review is to determine that decisions are sound and in compliance with law, rules, and procedures

## 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?

- |  |   |
|--|---|
| <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:

Requires that employee is available to inmates to resolve their various issues.

Requires the ability to carry out specific assignments, evaluate potential problems and/or emergency situations, and take or recommend corrective action, participate in employee training, evaluate and report inmate behavior, and represents the institution to the public and other agencies.

This job requires the ability to effectively communicate verbally and in writing; to work effectively as a team member with other staff; and the ability to adapt to change.

Staff assigned to this position will avail themselves of all safety training programs provided and are required to report any accident, injury, illness or hazardous situation in the work place to the section supervisor immediately.

Communicate to the section supervisor on issues or incidents which would require action by the section supervisor.

Required for position: LEADS Certificate, Oregon Driver's License and the ability to respond to emergencies.

**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 cursor at end of a row (outside table) and hit "Enter".</i>		

**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