

related social and family support services to all inmates. Coordination with staff from each section ensures effective delivery of services in the areas of Inmate Health, Mental Health, Religious Services, Work Force Development /Work Based Education, and Counseling & Treatment Services. This must be accomplished in a minimum-security correctional setting where the primary responsibility of all staff is the custody of inmates and the safe and orderly operation of the facility. Services provided to inmates have a direct effect on the effective and safe operation of the facility. Each ODOC employee is expected to model behavior that supports all program elements under the Oregon Accountability Model.

- 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 CORRECTIONAL COUNSELOR provides counseling and case management to adult male inmates in a structured program designed to encourage satisfactory institutional and community adjustment while meeting their needs for personal development, pro-social cognitive change and completion of programs leading to successful transition back to the community without further instances of criminal offenses. The counselor is responsible for evaluating the client needs and risk factors associated with criminal behavior and institutional adjustment and to develop and monitor correctional treatment plans.

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 the 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 ways we do business.

The Oregon Department of Corrections has a zero-tolerance of sexual abuse and 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/contact/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.

Managers and supervisors are expected to provide leadership that contributes to the establishment of a working environment that is positive, productive and free from harassment and discrimination. As part of this effort, managers and supervisors are expected to participate in and encourage others to participate in the agency's activities that support affirmative action. This includes recruiting, selecting, retaining and promoting individuals with diverse background who are committed to the mission and values of the Department.

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
77%	NC	E	<p>Completes a thorough file review of all new inmates transferred to WCCF 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 criminal histories or crime summaries.</p> <p>Oversees and maintains a caseload of High/Moderate ACRS inmates, ensuring contact guidelines are met. Maintains all documentation required.</p> <p>Oversees and maintains a caseload of Low ACRS inmates, contacts are as needed only. Maintains all documentation required.</p> <p>Identifies those 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. The Counselor alerts WCCF staff when such a threat exists.</p> <p>Indicates whether any other designators exist that may not have been noted at intake, i.e. escape history, homosexual orientation, high profile case, etc.</p> <p>Conducts an initial interview with all High/Moderate ACRS inmates transferred to WCCF, discusses the inmates' immediate and long-term needs, and reviews prior work and program history as well as update emergency notification information.</p> <p>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 WCCF</p>

procedures as it pertains to inmate incarceration planning through release planning.

Processes inmate requests as needed for special visits, supervised and emergency trips and institutional transfers.

Completes Sex Offender Risk Tools within the parameters of Oregon Department of Corrections rules, policies, procedures, and applicable scoring rules.

Within appropriate timelines responds to inmate personal problems and emergencies, coordinates emergency services with other institution staff, and initiates emergency notifications when necessary. Is knowledgeable of Department of Corrections (DOC) and institution programs and makes appropriate program and work referrals.

Tracks and monitors for accuracy waiting lists as necessary, i.e. Privileged Housing waiting list.

Practices a cognitive based progressive disciplinary concept when dealing with inmate behavior problems. However, will also write conduct orders and disciplinary reports as necessary.

Reviews the validity of inmate conflicts when reported, and makes sure any supporting documentation/information, i.e. misconduct reports, court orders, police reports, unusual incident reports, memos and investigative reports by security staff, are recorded in the notes section of the relationship screen. Follows up with any requests for additional information or clarification as requested by the Conflict Verifier.

Determines the inmate custody level, designators, override recommendations, and hold codes according to the rules, policies, and/or procedures determining these situations in order to keep the caseload current and accurate.

Revises and updates an Oregon Corrections Plan by determining the risk areas for the inmate to work on during the review period. The Counselor meets with the inmate to discuss the inmate's program needs, appropriate inmate corrections plan and compliance with the plan throughout the prior review period.

Recommends modification of inmate sentences as determined by rules, policies, and procedures.

Provides pre-release preparation as part of the Oregon Corrections Plan in conjunction with the Release Counselor.

Documentation and Administrative Tasks

Documents compliance and progress by individual inmates with their Oregon Corrections Plans. Documents into Offender Chrono History all inmate and collateral contacts and actions made relative to the case management of individual inmates.

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 and inmate families.

Responds to work completed for administrative staff. Reports and letters may be drafted for Department of Corrections Director.

15%

NC

E

Superintendent, Correctional Rehabilitation Managers or other government officials.

Researches, investigates, develops, writes, and documents a variety of inmate reports. These reports provide an evaluation and summary of inmate program and conduct. These reports include but are not limited to recommendations for modification of prison term, dangerous offender reports, parole consideration or progress summaries for offenders housed in Oregon correctional facilities by other states, and reduction in hearing sanctions.

Attends meetings as required. Meets regularly with and works in conjunction with Correctional Rehabilitation 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.

Other

May participate in special committees and meetings as approved or assigned.

May volunteer to act as Correctional Rehabilitation Manager.

May participate in non-mandatory training as approved.

May provide new employee institution and department orientation as approved or assigned.

May provide new counselor training as approved or assigned.

May present during inmate Admission and Orientation.

Security Practices

Is responsible for inventory, tracking, and control of equipment, tools, and keys in work area.

Personal Development

Participates in assigned training or educational programs that are job-related and considered to be of personal/professional development.

Participates in all assigned in-service training programs that are required by the functional unit, committees as assigned, and staff meetings. Meets as necessary with and works in conjunction with other staff and other sections to maintain good working relationships and share information regarding operational concerns or changes.

Is encouraged to participate in additional training or educational programs. 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.

5%

NC

E

3%

R

E

NC

E

Other duties as assigned

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.

Warner Creek Correctional Facility is tobacco free. Use of tobacco products is prohibited within the buildings or on the grounds. Requires working in a minimum correctional institution. Must be willing to enforce security procedures and regulations. Possible threat of physical or verbal abuse and assault. May be required to work overtime in an emergency. 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 expected to share the mission, vision, and core values of the department; requires being a role model of pro-social behavior and having an attitude that conveys dignity and respect in the treatment of others; must be able to acknowledge that everyone is capable of positive change; The institution is located in Southern Oregon and is exposed to inclement weather. The institution has over 117,000 square feet of building space and is spread out over a 90 - Acre perimeter walking long distances to get to the workstation or perform work may be required.

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

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 Policies, Procedures, and Rules, Letters of Agreement, Price Agreements, Union Contract, Personnel Division Rules, Department of Administrative Services Purchasing Guidelines, OSHA Safety Codes, and Fire Codes.

- b. How are these guidelines used?

Routinely for standard operating procedures to ensure the daily duties are completed in a safe, legal, sanitary, and correct manner.

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>			
Law Enforcement Agencies, Courts, Judges	Telephone/Teletype	Release Processing	As Needed
DOC Administration	Personally	Release Processing	Daily
Treatment Providers	Telephone/Personally	Program Review	As Needed
Other Institutions/Transport	Telephone/Teletype/Personally	Program Discussion/ Transport coordination	As Needed
Social Services Staff / Office of Population Mgmt.	Telephone/e-mail/Video-Conference	Transport coordination/TASC	Weekly
Volunteers	Telephone/Personally	Program Concerns	As Needed

Inmates	In person, in writing	Counseling, Assessments	Daily
Inmate Attorneys	Phone	Scheduling phone contacts	As Needed
General Public, victims, victim's families, inmate families,	In person, in writing, phone, email.	Counseling, Assistance	Daily
Community Services	Telephone/Teletype/Personally	Release Coordination /Case-planning	As Needed
Parole Board	Release Form/Memo/Telephone	Release Generation	As Needed

SECTION 7. POSITION RELATED DECISION MAKING

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

Counselors make 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 Transitional Services Manager, this position may act as Acting Transitional Services Manager schedules staff, makes assignment decisions and provides technical advice for other Counselors in addition to handling the other responsibilities of the Transitional Services 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
<i>Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".</i>				
Principal Executive Manager C	0500207	Review of administrative tasks to ensure quality of work, review of compliance with security requirements.	Daily/Annually	To ensure quality of work, review of compliance with security requirements. Annual 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?
- Plan work
- Assigns work
- Coordinates schedules
- Hires and discharges

- Approves work
- Responds to grievances
- Disciplines and rewards

- 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:

This position works collaboratively in a team setting. Good interpersonal skills are necessary, including the willingness to collaborate, share information, and contribute to the team success as necessary. The position also requires excellent customer service skills for both internal and external customers. It is essential that the employee contributes to a positive, respectful and productive work environment. Regular and timely attendance is an essential function of this position. This position will review and follow all policy, procedures, and rules of the institution and DOC.

Each employee is expected to model appropriate pro-social behavior, support positive change in individual offenders, and actively supports the Oregon Accountability Model through their day-to-day interactions with others.

In addition, this position; must work closely with large groups of inmates and counsel with inmates on a one-to-one basis, have the ability to adapt to security situations, and be able to work closely with public citizens in a prison setting while projecting positive image of the Department of Corrections.

Counselor positions require Law Enforcement Data System Certification and word processing skills with the ability 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.

No attempt is made to describe every duty performed by all positions in this class.

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
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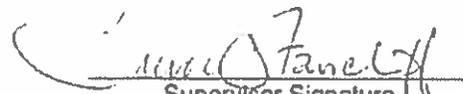
SECTION 11. ORGANIZATIONAL CHART

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

1-23-2015

Date

Appointing Authority Signature

Date

