STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date: 2/25/15

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

Agency: Department of Corrections

Facility: TRCI

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Recreation Specialist II
b. Classification No: C6519
c. Effective Date:
d. Position No: 9902035
e. Working Title: Recreation Specialist II
f. Agency No: 29100
g. Section Title: Correctional Rehabilitation
h. Employee Name:
i. Work Location (City – County): Umatilla - Umatilla
j. Supervisor Name (optional):
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 anticipated work schedule will be Saturday - Wednesday with the hours being 12:30 PM to 9:00 PM. The scheudle is subject to change based on institution needs.

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 it's 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.

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 job/position is to provide development and coordination of TRCI Inmate Activities and programs. They provide work related cognitive and life skills training to inmates in either the TRCI Medium or Minimum Security housing units. They work with potential volunteers; supervisors; and/or treatment providers to develop programs and activities which provide opportunity for training, skill development, recreation and work experience for inmates.

The purpose of this position is to manage and provide guidance to inmates from reception to release. ***The position 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
			Works with institution staff, correctional counselors, work crew supervisors and/or correctional program staff to develop and implement life skills training programs and activities using inmate workers; assists with the allocation and organization of program resources; research/develop, propose and coordinate and/or facilitate cognitive based life skills programs to enhance communication and problem solving; explain program and activity details and requirements to different audiences (inmates, staff, volunteers, community, etc.); propose rules and guidelines for performance to supervisor for approval; maintain quality control systems to enhance the dual purpose of customer service and security; maintain records to document assignments, training and performance goals for inmates; maintain successful and collaborative working relationships and positive communication with staff, inmates and colleagues. High level of direct inmate contact with emphasis on delivery of diversified programs, activities and life-skill activities. Conducts regular feedback groups and surveys to determine customer service level and needs. Gathers information and determine therapeutic programming appropriate for specific social and cultural groups; activities may include, but are not limited to music programs, cognitive classes, cultural related events, wellness programs, art projects, self enhancement programs, FAIRS, unit/intramural activities, etc. Assesses availability of funding, equipment, facility space and resources and designs programs accordingly; assists in the preparation, assembly and justification for budget requests. Solicit information and input to develop and provide supervision over special events, exercise activities, athletic events, personal health regimens, etc. Provide a variety of security functions including overseeing inventories of craft and other related tools and supplies; area and person searches; area and event supervision; subduing combative inmates; daily inspections of areas of responsibilities to detect security, safety and sanitation concerns; inspections of all supplies and equipment entering the facility to ensure absence of contraband and conformity to facility security expectations; maintaining proper tool and key control; restricts access by unauthorized (unassigned) inmates to the area; ensure work (including storage facilities) areas are neat,

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

organized, clean and safe; etc.

Provide liaison and supervision of all volunteers connected with the delivery of said programs and ensure training, orientation, facility familiarization requirements are met. Collaborate with Facility Community and Volunteer Coordinator to meet program needs. Ensure all documentation is maintained in an orderly and timely manner.

Selects inmate participants and workers in accordance with standards agreed upon with facility administration and operational practices. Ensures all inmates are rostered, accounted for and properly placed on call outs for activities. Works with Work Coordinator to set up programs on the data system to help track attendance and justify resource allocation. Holds inmates accountable for their behavior using department inmate disciplinary process. Daily tracks inmate program compliance and submits rosters, performance reports, daily failures and program failures according with facility standards.

Utilizes cognitive intervention techniques in teaching appropriate work habits and correcting inmate behavior; communicates with correctional treatment or other program staff on a frequent basis to report on progress or problems of inmate workers in achieving treatment and transition goals; models appropriate work habits and pro-social values in all interactions with inmates; and

Responsible for providing cognitive and life skills as well as transition related training to inmates, in conjunction with other program providers.

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.

This position works inside an adult correctional facility and may encounter angry, hostile or abusive inmates, which could result in personal injury, death or becoming a hostage. Inherent custodial duties include the responsibility for handling inmate's incidents in the immediate work area. The employee is responsible to prevent escapes and other inmate incidents by proper control of keys, tools, equipment and other potential contraband. They will be required to report and document unusual incidents. Two Rivers is a non-smoking facility. There is no use of tobacco products within the facility.

- shares the mission, vision, and core values of the department;
- required to role-model pro-social behavior and have an attitude that conveys dignity and respect in the treatment of others;
- acknowledges that everyone is capable of positive change;
- extensive standing and/or walking, both indoors and outdoors, possibly during inclement weather;

- works variable hours that may include weekends, holidays, and evenings as special activities dictate and as leisure time and community service projects occur; seven day and swing shift coverage schedule will be required that meets facility needs within the boundaries of the bargaining agreement;
- exposed to adult felons who may pose risk of physical injury;
- handles inmate incidents in the immediate work area;
- subject to call back in the event of an emergency and may be re-assigned to any position as needed; and
- requires some travel by motor vehicles for completion of required duties.
  You must have a valid driver's license and good driving record or an acceptable alternate means of transportation.

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 inmate's poses risk of physical injury.

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

b. How are these guidelines used?

Assignments may 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?
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".			
TRCI staff	Person/phone/written	Answer questions, provide/seek information	Daily
ODOC staff	Person/phone/written	Answer questions, provide/seek information	Daily
Community service organizations	Person/phone/written	Answer questions, provide/seek information	Weekly

Citizens/Public/ Volunteers	Person/phone/written	Answer questions, provide/seek information	Weekly
Local Government officials	Person/phone/written	Answer questions, provide/seek information	Daily
Supervisor	Person/phone/written	Answer questions, provide/seek information	Daily/weekly

SECTION 7. POSITION RELATED DECISION MAKING

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

This position regularly makes decision concerning providing inmate direction; giving out information to staff and community; sorting and disseminating information and documents received from others as they relate to inmate activities. Failing to do so will result in the failure of programs, activities and threaten the safety and security of the facility.

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 curser at end of a row (outside table) and hit "Enter".

Correctional Rehabilitation Services Manager has oversight of the program and provides direction to team of Recreation Specialists. This position will do all activities regarding supervision with the exception of approving disciplinary, evaluations and timesheets. Work will be reviewed on a weekly basis, in person, and by written communication. Review includes evaluation of completed projects and on-going assessment of program and planning. Reviews will ensure the quality and quantity of work meets the expectations of the position.

Correctional Rehabilitation Services Manager	9912003	Personal observation/discussion/meetings	Daily

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?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ 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

LEDS certified or be able to obtain LEDS certification.

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	N/A	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 _____

Mandi Cullen 3/11/15
Supervisor Signature Date

Appointing Authority Signature _____ Date _____