STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
8/1/13

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

Agency: Department of Corrections

Facility: Snake River Correctional Institution

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Correctional Counselor
b. Classification No: C6783
c. Effective Date: 07/01/2009
d. Position No: 8919026
e. Working Title: Correctional Counselor
f. Agency No: 29100
g. Section Title: Correctional Rehabilitation
h. Employee Name:
i. Work Location (City – County): Ontario - Malheur
j. Supervisor Name (optional):
k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
l. FLSA: ☐ Exempt If Exempt: ☐ Executive **m.** Eligible for Overtime: ☒ Yes
☒ Non-Exempt ☐ Professional ☐ No
☐ Administrative

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. In support of this, the Correctional Rehabilitation Services section of Snake River Correctional Institution (SRCI) is responsible for the delivery and/or operation of inmate counseling services, inmate legal services, programming for the Intensive Management Unit (IMU) and Administrative Segregation, general library and law libraries operations, inmate visiting, Circuit Court coordination, cognitive restructuring skill programs, leisure time activities, and other programming development for the inmate population. Additionally, the Correctional Rehabilitation Services Section works in liaison with Department operated services, i.e., Behavioral Health Services, Inmate Work Programs, Pathfinders, Religious Services, and Health Services. Within the Correctional Rehabilitation Services section of SRCI this position is responsible for providing direct services to inmates, establishing self-help and rehabilitation opportunities for inmates who are motivated to improve their possibility of success upon release from incarceration. These services help assess the potential for an inmate's transition into the community.

The basis of the Oregon Accountability Model is the strong belief about the importance of strengthening staff-to-inmate and staff-to-staff modeling, particularly the directing and shaping of pro-social behavior. 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 Department of Corrections Snake River Correctional Institution is a 538-acre site located in southeastern Oregon seven miles northwest of Ontario. The 1,025,000 square foot facility, valued at $217,000,000, houses 3,000 inmates with approximately 1,000 employees, 50 contractors, and 350 volunteers managing and supporting the institution's operation. The institution maintains a safe and secure environment to carry out sanctions provided by statutes and as ordered by the courts to manage offender behavior consistent with the Department's mission. The majority of the 1,025,000 square footage of buildings is located within a 103-acre secure perimeter, which contains all but 154 of the 3,000 inmates housed at the institution. The 154 minimum-security inmates are housed in a fenced 30,000 square foot facility adjacent to the secure facility. Within the secure perimeter there are three housing complexes which contain approximately 800 general population inmates each. In addition to the three complexes there is the disciplinary segregation/intensive management unit, which has 432 beds, and a medical services unit that provides 16 infirmary beds and 22 special management unit beds.

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, etc.), making inmate program assessments, appropriately determining custody levels based on public and institutional risk assessments, 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	DUTIES
Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*			
77	R	E	Completes a thorough file review of all new inmate transfers to SRCI 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. Identifies those inmates who pose a serious threat to the safety and security of the institution due to a prior escape history, STG or threats and assaults directed to staff or inmates. The Counselor alerts SRCI staff when such a threat exists. Indicates any special case factors or special designators that exist that may

			not have been noted at intake i.e. escape history, high profile case, etc. Conducts an initial interview with all new SRCI intakes, discusses the inmates' immediate and long-term needs, and reviews prior work and program history as well as update emergency notification information. 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 SRCI procedures as it pertains to inmate incarceration planning through release planning. Requests supervised and emergency trips and institutional transfers. Requests emergency visits. Completes assessments 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. Practices a cognitive based progressive disciplinary concept when dealing with inmate behavior problems, i.e. interventions. Will also write conduct orders and disciplinary reports as 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. 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 current and accurate. Revises and updates an Oregon Corrections Plan and LS/CMI case plan by determining the risk areas for the inmate to work on. The Counselor meets with the inmate to discuss the inmate's program needs, appropriate inmate case plan and compliance with the plan. Recommends modification of inmate sentences as determined by rules, policies, and procedures. Provides pre-release preparation as part of the Oregon Corrections Plan and LS/CMI case plan in conjunction with the Release Counselor. Perform LSCMI tests and develop an individualized case management plan in conjunction with the inmate to address inmate's needs. High/Moderate counselors will manage inmates by ACRS score or high needs. The High/Moderate Counselor will utilize Motivational Interviewing techniques, behavioral interventions and assignments designed to gain buy-in from each inmate into his own success and build capacity for positive self-direction in order to enhance receptivity to appropriate treatment. Create case plans to direct and monitor the inmates programming needs. Facilitate inmate group work. Develop and Implement group and individual interventions.

			Low ACRS counselors will manage inmates and will provide limited services to this low-risk population of inmates. The SRCI model has a team of 4 counselors to manage this low-risk population of approximately 1798 inmates (averaging 395 per caseload). Counselor will make recommendations and attend complex specific MDT Meetings as needed.
15	R	E	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, inmate families and other stakeholders. Responds to work completed for administrative staff. Reports and letters may be drafted for Department of Corrections Director, Superintendent, Assistant Superintendents, Correctional Rehabilitation Manager 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 Services Manager, 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	R	E	Other duties as assigned. May occasionally be required to complete searches of inmates and the facility as directed by supervisors. May participate in special committees and meetings as approved or assigned.

			May be assigned to be Acting 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. Be available to address inmates questions, issues or concerns, during inmate dining periods
3	NC	E	Attends mandatory annual in-service training, Counselor Academy and/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.
			SPECIFIC DUTIES: The incumbent may be placed in one of the following assignments. Assignments may rotate between Correctional Counselors at the discretion of the Correctional Rehabilitation Manager. IMU Counselor (In addition to the above general duties, this assignment has the following specific duties, which is accommodated by a reduction in caseload:) In conjunction with the Correctional Rehabilitation Manager, twice yearly provides formal program orientation to IMU security staff, and provides ongoing training of IMU program concepts to IMU security staff. Works closely with security staff to ensure IMU inmates comply with program requirements. Works with treatment providers to coordinate IMU inmate services. Regularly tours IMU housing units and meets with inmates on an increased frequency basis. Assists security staff as needed to de-escalate inmate behavior and provide interventions as needed. Develops Behavior Action Plans identifying appropriate IMU programming for inmates according to the basis for their placement in IMU, and presents the place to IPC. Tracks programming status of inmates and reports status during IPC meetings. Also tracks inmate behavior and level system and makes appropriate adjustments to an inmate's level according to his behavior and IPC recommendations. Processes appropriate paperwork to obtain approval for releasing of IMU inmates upon completion of their assigned programs. Works closely with Office of Population Management on processing of inmates into and out of IMU. Works collaboratively with IMU staff, Security Managers, and STM Lieutenants at other institutions to facilitate alternate or appropriate housing upon an inmate's release from IMU. Develop and facilitate inmate programs.

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.

Snake River Correctional Institution is tobacco free. Use of tobacco products is not allowed on state property. Work is performed in a prison housing maximum, close, medium and minimum-security inmates. The inmates have the potential for becoming angry, hostile, abusive, and aggressive increasing the risk or 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.

The institution is located in eastern Oregon and is exposed to temperature extremes and inclement weather. Snake River Correctional Institution is air-conditioned. The institution has over 1,000,000 square feet of building space and is spread out over a 101-acre perimeter, in addition to a minimum facility outside the perimeter. Walking long distances to get to the workstation or perform work will be required. Most inmate housing units are on two levels requiring the use of stairs to reach the second level.

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
SRCI 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?

Provides limitations, directions, and operating instructions. These guidelines are used to assure compliance with applicable regulations and standards for equal and consistent treatment of inmates. These guidelines also 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, other public, private, state and federal agencies	By telephone, in writing, 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 Manager, this position as Acting Correctional Rehabilitation Manager schedules staff, makes assignment decisions and provides technical advice for other Counselors in addition to handling the other responsibilities of the Correctional Rehabilitation 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
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".				
Correctional Rehabilitation Manager (Principal Exec/Manager D)	9512011	Personal observation, written reports, personal interviews, and system audits.	Performance is reviewed on an-ongoing basis and at least annually.	Performance is reviewed to determine general efficiencies and effective compliance with position description and work plan, to communicate areas of strengths and weaknesses and to set future goals and objectives.

Lead Counselor	9900002	Personal observation, written reports.		

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
- ☐ 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 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 but is to still maintain the goals of the section. It is essential the employee maintain regular and consistent attendance in order to function in and manage this job.

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		
	5/11/15		