

day-to-day interactions with others. An increase staff interaction with offenders has been proven to reduce recidivism.

Eastern Oregon Correctional Institution, with a design capacity of 1580, serves as secure confinement for adult felons meeting medium-security classification requirements. The primary purpose of the institution is to protect the public by providing confinement as authorized by statute and ordered by the courts. In addition to confinement, essential daily living needs are provided, including: food, clothing, housing and health care. Self-improvement opportunities are also available in the form of: education, leisure-time activities, meaningful work assignments, and participation in special needs programs. The fundamental value in the prison continuum is the principle that the least restrictive method be used to manage inmate behavior, consistent with public safety. The institution is a "retrofit" of a former mental health facility, originally constructed in 1912, and now secured with a five thousand foot, electronic perimeter security system.

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:

Institution Counselors will be the core correctional resource for case management and will be empowered to control timing for program, activities, and work assignment entry. Active case management planning requires a multi-disciplinary approach and will assist with building rapport between the different program disciplines within the institution and will result in a more holistic, systems based approach for working with each individual inmate. Accurate case assessment at intake, along with utilization of an evaluation instrument with levels of case management that are common with Community Corrections partners, provide the inmate with a consistent correctional approach for inmate transition/re-entry.

Manages a caseload of inmates from reception to release, including the preparation of case management documents (Post Sentence Reports, Supplemental Reviews, memos, letters, Classification Scoring Forms, etc.), LSCMI, Static 99, case management plans, inmate program assessments, responds to inmate requests, interviews, and counsels inmates.

SECTION 3. DESCRIPTION OF DUTIES

The Oregon Accountability Model (OAM) and Correctional Case Management (CCM) is a team approach to custody with security-series personnel and security plus 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 and CCM.

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, DOC upholds a zero-tolerance policy towards all sexual harassment.

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
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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".

manage offenders with a combination of both high and moderate ACRS scores (Automated Criminal Risk Score). These caseloads will receive intensive/intermediate case management as outlined below. These caseloads average 88 inmates.

5%	NC	E	Responds to inmate requests for personal interviews, written requests received by administrative staff.
15%	R	E	Interviews and counsels Inmates: New inmates are interviewed by their assigned Institution Counselor within ten (10) working days of their institution entry. During this initial interview, the immediate needs of the inmate will be addressed. Criminogenic needs and identify current stage of change. Counselors will give new inmates orientation information necessary for initial adjustment. Counselor reviews inmate institutional files at this time for, and when necessary will order, police reports for instant offenses as well as historical reports for all sex offenses. Subsequent interviews will be scheduled for program needs discussions. Throughout the inmate's stay, the Counselor is responsible for discussion of personal and/or institutional problems and processing changes in custody status and programs needs. Appropriate information related to case management duties is entered into the DOC400 in the Counselor chronos. Reviews OTTO daily, making updates/corrections as directed. Reviews caseloads weekly for appropriate transfers, meeting DOC's goal of placing the right inmate in the right bed at the right time.
10%	R	E	Monitors inmate progress and initiates recommendations concerning custody classification, supervised trips, institution transfers, prison term reduction recommendations, and other programming options.
10%	R	E	Creation of correction plan: new inmates would attend a thorough individual and/or group intake with a counselor in which they would receive information about cognitive change. Inmate works with the counselor to identify personal goals. These are not subject to loss of earned time. Identify the motivational factors and the inmate's motivation for doing criminal activity.
15%	N	E	Use motivational interviewing techniques best slated to engage the inmate and build capacity for positive self-direction through the development and on-going use of goal planners. Increased program availability (evidence-based) when the inmates are available to program outside of other work and program assignments. Use every interaction with the inmates to ensure they become treatment ready.
10%	N		Make contact with the inmate at work site, during visits, programs and activities (could include meeting the inmate in group or individual settings). Acknowledge inmates' success by attending program graduations or recognitions. Communicate with inmate families about ways they can help the inmate and be a part of the inmate's life; meeting with them on a predetermined basis. Assist the family in identifying ways to become and/or maintain a positive support system. Meet with work crew supervisors, Chaplain, institution and program staff to discuss inmate's progress.
10%			Reports/Assessment Tools will include: Classification and WHALE assessments as significant events occur IMU packets for Special Population Committee Interstate Compact Reports Parole Board Reports Out of State parole board reports

Dangerous offender letters
Static 99 Sex Offender Assessments
Predatory Sex Offender Packet
Prison term modification for matrix cases
Adjustments to final order forms
Suspected Security Threat Intelligence Report (SSTIR)
Documentation of Case Management Contact Standards
Documentation of inmate/collateral contacts

10% Respond to emergency interventions. Attend MDT/SHUTT meetings to discuss inmate case management plans, evaluation of appropriate housing, proposed cell moves, conflict and/or threats to other inmates, education, special programs, privileges, incentives, work assignments, and property allowances. Meet with the inmate in all types of special housing units and upon release from special housing, discuss issues and behaviors. Utilize responsivity factors to identify the state of change the inmate is in and develop program / case plan.

10% Increased collaboration between BHS, Security, Education and all other disciplines within the institution, as well as community agencies and the Release Counselor. Assist the inmate in their re-entry / transition to the community.

5% All other duties as assigned, including but not limited to participating in annual In-Service training, providing relevant portions of In-Service training, providing coverage for other counselors as well as the Transitional Services Manager, attending inmate graduation ceremonies, participating in DOC work groups and committees, making site visits to encourage inmates, tracking/tabulating statistics for caseload management.

OR

Limited Case Management:

This caseload will manage all LOW ACRS score offenders. This caseload will receive limited caseload management as outlined below. These caseloads will often exceed 1100 plus inmates.

30% Develops case plan, sees new inmates through individual intake, within 10 days of admission, in which they would receive information about cognitive change as well as expectations while incarcerated. Counselor works with the inmate to identify personal goals. These are not subject to loss of earned time. Counselor reviews inmate institutional files at this time for, and when necessary will order, police reports for instant offenses as well as historical reports for all sex offenses Use motivational interviewing techniques to gain buy-in and build the inmate's capacity for positive self-direction. Develops individualized interventions for inmates to address risk areas and personal goals that the inmate chooses to address.

10% Reviews OTTO daily, making updates/corrections as directed. Reviews caseloads weekly for appropriate transfers, meeting DOC's goal of placing the right inmate in the right bed at the right time.

25% Reports/Assessment Tools will include:
IMU packets for Special Population Committees
Classification and WHALE assessments as significant events occur
Interstate Compact Reports
Parole Board Reports
Out of State parole board reports
Dangerous offender reports/letters

Static 99 Sex Offender Assessments
Prison term modification for matrix cases
Adjustments to final order forms
Suspected Security Threat Intelligence Reports (SSTIR)
Documentation of Case Management Contact Standards
Documentation of inmate/collateral contacts

30%

Sees inmates in office at both inmate and staff request. Responds to inmate communications as received and records contacts, both written and verbal, in inmate chronos.

5%

All other duties as assigned, including but not limited to participating in annual In-Service training, providing relevant portions of In-Service training, providing coverage for other counselors as well as the Transitional Services Manager, attending inmate graduation ceremonies, participating in DOC work groups and committees, making site visits to encourage inmates, tracking/tabulating statistics for caseload management.

OR

Segregation Caseload Management:

This caseload will manage all inmates assigned to the Segregation Housing Unit.

20%

Interviews and counsels Inmates: New admits sanctioned to 60 days or more in the Segregation Unit are interviewed by the Segregation Counselor within five (5) working days of their DSU entry. During this initial interview, the immediate needs of the new inmate will be addressed. The Segregation Counselor will give new inmates orientation information necessary for initial adjustment. Counselor reviews inmate institutional files at this time for, and when necessary will order, police reports for instant offenses as well as historical reports for all sex offenses. The Segregation Counselor will also complete the Special Housing Designation form for visitors to inmates in the Segregation Unit. Subsequent interviews will be scheduled for program needs discussions. Throughout the inmate's stay, the Segregation Counselor is responsible for discussion of personal and/or institutional problems and processing changes in custody status and programs needs. Appropriate information related to case management duties is entered into the AS400 in the Counselor chronos.

5%

Reviews OTTO daily, making updates/corrections as directed. Reviews caseloads weekly for appropriate transfers, meeting DOC's goal of placing the right inmate in the right bed at the right time.

5%

Schedules visits for segregation inmates.

5%

Monitors inmate progress and initiates recommendations concerning custody classification, supervised trips, institution transfers, prison term reduction recommendations, and other programming options.

15%

Continuation of, or creation of a new, case plan, new inmates will participate in individual intake with the Segregation Counselor in which they would receive information about cognitive change. Inmate works with the counselor to identify personal goals. These are not subject to loss of earned time. Identify the motivational factors and the inmate's motivation for doing criminal activity.

20%	Use motivational interviewing techniques to gain buy-in and build the inmate's capacity for positive self-direction through the development and on-going use of goal planners. Increased program availability (evidence-based) when the inmates are available to program outside of other work and program assignments. Use every interaction with the inmates to ensure they become treatment ready.
5%	Acknowledge inmates' success by attending program graduations or recognitions. Communicate with inmate families about ways they can help the inmate and be a part of the inmate's life; meeting with them on a predetermined basis. Assist the family in identifying ways to become and/or maintain a positive support system.
5%	<p>Reports/Assessment Tools will include:</p> <ul style="list-style-type: none"> IMU packets for Special Population Committees Classification and WHALE assessments as significant events occur Interstate Compact Reports Parole Board Reports Out of State parole board reports Dangerous offender reports/letters Static 99 Sex Offender Assessments Prison term modification for matrix cases Adjustments to final order forms Suspected Security Threat Intelligence Reports (SSTIR) Documentation of Case Management Contact Standards Documentation of inmate/collateral contacts
5%	Respond to emergency interventions. Attend SNIEC/MDT/SHUTT meetings to discuss inmate case management plans, evaluation of appropriate housing, proposed cell moves, conflict and/or threats to other inmates, education, special programs, privileges, incentives, work assignments, and property allowances. Meet with the inmate in all types of special housing units and upon release from special housing, discuss issues and behaviors. Utilize responsibility factors to identify the state of change the inmate is in and program accordingly.
10%	Increased collaboration between BHS, security, Education and all other disciplines within the institution, as well as community agencies and the Release Counselor. Assist the inmate in their release process.
5%	All other duties as assigned, including but not limited to participating in annual In-Service training, providing relevant portions of In-Service training, providing coverage for other counselors as well as the Transitional Services Manager, attending inmate graduation ceremonies, participating in DOC work groups and committees, making site visits to encourage inmates, tracking/tabulating statistics for caseload management.

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.

Work is performed in an adult male prison housing convicted felons; physical abuse, assault, and riot could occur. There is an inherent responsibility to back up Correctional Security Staff. Training activities may include manning posts

designated as security positions.

Will be expected to share the mission, vision, and core values of the Department; requires active modeling of pro-social behavior in support of a workplace environment respectful of human dignity, social responsibility, personal growth, and transition readiness; must be able to acknowledge that everyone is capable of positive change, that incarceration provides a powerful opportunity to effect positive change, and that the future public safety of Oregon depends on maintaining environments where such change is valued and nurtured.

EOCI is located In Pendleton. No public transportation is available. The working environment is that of a prison, physical and procedural security characteristics exist. Requires daily contact with inmates and supervision of inmates in the Administrative Section and throughout the Institution, which involves risks common in a penal setting. This position is eligible for Police and Fireman retirement benefits.

Required to use a computer for E-mail, word processing and related inmate information systems for approximately four hours per day in the regular performance of their duties.

The institution is located in Eastern Oregon and is exposed to temperature extremes and inclement weather. The institution buildings are generally climate controlled. Walking long distances to get to a workstation to perform work or make contacts is common. Most inmate housing units are multi-levels requiring the use of stairs to reach the upper levels.

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 Rules and Procedures
 Eastern Oregon Correctional Institution Procedures
 Applicable state laws may be reviewed as related to inmate classification, treatment, and care.
 Employee Work Plans, as developed
 Multi-State Standards
 OJIN, JJPS and LEDS rules

b. How are these guidelines used?

Rules and Procedures are followed in order to maintain equal and consistent treatment to all inmates assigned to a Counselor's caseload.

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/Correspondence	Assessments/counseling	Daily
Inmate Family/Friends	In Person/Phone Correspondence	Client information purposes	Daily
ODOC Staff	In Person/Phone Correspondence	Operations/client information purposes	Daily
Courts, Attorneys, Police Agencies	Phone/Correspondence	Legal communications	As needed
Mental Health	Phone/Correspondence	Evaluations/inmate treatment needs	Daily

Consultants			
DHS	Phone/Correspondence	Caseload management/OAM	As needed
Community Corrections	In Person/Phone Correspondence	Client information purposes, release planning	As needed

SECTION 7. POSITION RELATED DECISION MAKING

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

This position makes daily decisions regarding inmate, staff, agency, media, and local law enforcement issues. The decisions made directly impact each of these areas and effects all aspects of inmate incarceration, agency operations, media relations, and public perception.

Counselors will determine case review schedules and inmate call-outs independently and in accordance with supervisor directives and Department Rules.

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>				
PEM C – CRM	6000658	Meetings, Informal conference & reports	As Needed	Compliance/ Performance

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? NA

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

The Counselor may be a notary and provides this service when necessary. The counselor may also be LEDS certified. The position must be able to communicate well in both verbal and written forms in a timely manner, inmates, inmate families, and criminal justice personnel must be able to understand the inmate's current situation. Counselors will address

adjustment problems inmates have during their incarceration period (answer grievances, counsel inmates in Segregation, etc.)

The Oregon Accountability Model and Correctional Case Management is based on a strong belief about the importance of strengthening staff to inmate and staff to staff modeling, particularly the directing and shaping of pro-social behavior. Staff's job is to move inmates from anti-social to pro-social citizens, and staff's interactions with inmates on a daily basis are, without a doubt, our most powerful tool to reinforce pro-social behavior. Thus, the nature of DOC staff relationships and communications with those we have been charged to keep secure and change are core to the Department of Corrections' success. Since relationships and respect are built through repeated experiences and communication about those experiences, then what staff do and say to inmates is 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 supports the Oregon Accountability Model through their day-to-day interactions with others.

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

Requirements include a four-year college degree in a Behavioral Science or in a related field and additionally two years of Professional counseling experience dealing with clientele in a social service or rehabilitative setting one of which must be in a correctional setting.

Requirements for Correctional Counselor Entry (Underfill) include three years of experience in a social service, rehabilitative, or correctional program with primary responsibility for guiding and/or counseling individuals or groups in the solution of occupational, educational, personal, or social problems; OR a Bachelor's degree in a behavioral science or a related field with major courses in behavioral science.

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

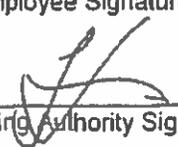
Operating Area	Biennial Amount (\$00000.00)	Fund Type
NA	NA	NA

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

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	<u>5/12/15</u> _____ Date
 _____ Appointing Authority Signature	<u>5-12-15</u> _____ Date		