

improvement and habilitative opportunities for the inmates are provided through workforce development and training, treatment services, cognitive restructuring skill programs, community-based liaison activities, and various leisure time activities.

Employees are expected to consistently treat customers, stakeholders/partners and co-workers with dignity and respect creating a work environment where individuals' differences are sought and valued.

Manage a caseload of inmates from reception to release, to include preparation of case management documents (i.e. Post Sentence Reports, supplemental reviews, memos, letters, classification scoring forms, etc.), making inmate program assessments, appropriately determining custody levels based on public and facility risk assessments, responding to inmate requests and interviewing and counseling inmates. This position works in conjunction with security staff in assessing risks and making decisions with respect to security issues for individual inmates in support of the Oregon Accountability Model and in keeping with ODOC policy, procedure, and administrative rule.

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:

Manage a caseload of inmates from reception to release, to include preparation of case management documents (i.e. Post Sentence Reports, supplemental reviews, memos, letters, classification scoring forms, etc.), making inmate program assessments, appropriately determining custody levels based on public and facility risk assessments, responding to inmate requests and interviewing and counseling inmates. This position works in conjunction with security staff in assessing risks and making decisions with respect to security issues for individual inmates in support of the Oregon Accountability Model and in keeping with ODOC policy, procedure, and administrative rule.

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.

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.

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

100%		E	
35%		E	<p><u>Oregon Corrections Plan/Classification</u></p> <p>Determines the inmate custody level, special case designators, override recommendations, and hold codes according to the rules, policies, and procedures determining these situations in order to keep the caseload current and accurate.</p> <p>Revises and updates an Oregon Corrections Plan by determining the need areas for the inmate to work on during the review period. The Counselor meets with the inmate to discuss the inmate's program needs/risk, appropriate inmate incarceration plan and compliance with the plan throughout the prior review period.</p> <p>Recommends modification of inmate sentences as determined by rules, policies, and procedures.</p> <p>Provides pre-release preparation as part of the Oregon Corrections Plan.</p>

45%

R

E

Case Management/Counseling

Completes a thorough file review of all new inmate transfers to the assigned DRCI caseload 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 facility due to a prior escape history, gang history or threats and assaults directed to staff or inmates. The Counselor alerts DRCI staff when such a threat exists.

Completes a PREA Screening Assessment form within 30 days for every new arrival during intake interviews.

Indicates whether any other special case factors exist that may not have been noted at intake, i.e. escape history, homosexual orientation, high profile case, etc.

Responds in a timely and professional manner to inmate grievances and to written and verbal requests by inmates for information and interviews.

Attends meetings as required. Meets regularly with and works in conjunction with other Correctional Counselors and other sections to maintain good working relationships and share information regarding operational concerns or changes. Participates in multi-disciplinary team meetings whenever an inmate from the counselor's caseload is being discussed by the team.

Conducts an initial interview with all new DRCI intakes assigned to the designated caseload, 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 DRCI procedures as it pertains from inmate incarceration planning to release planning.

Gathers information through a file review and from inmate to prepare the proposed release plan. Continuously addresses release issues and expectations throughout the inmates incarceration.

Responds within appropriate timelines to inmate personal problems and emergencies, coordinates emergency services with other facility staff, and initiates emergency notifications when necessary.

Acts as a resource to inmates and other staff, knowledgeable of Department of Corrections (DOC) and facility programs and makes appropriate program and work referrals.

Practices a cognitive based, progressive disciplinary concept when dealing with inmate behavior problems, including the use of written conduct orders and formal misconduct reports when 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.

Keeps the Transitional Services Manager informed of inability to meet specified timelines and major issues affecting particular cases.

15%

R

E

Documentation and Administrative Tasks

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 facility 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 requests from administrative staff. Reports and letters may be drafted for Department of Corrections Director, Superintendent, Assistant Superintendents, Transitional Services Manager or other government officials.

Researches, investigates, develops, writes, and documents a variety of reports concerning inmates. These reports provide an evaluation and summary of inmate program compliance and conduct. These reports include recommendations for modification of prison term, parole consideration or progress summaries for offenders housed in Oregon correctional facilities by other states.

5%

R E

Other Duties and Special Assignments

Facilitates portions of the Transition Program and Pre-Release Classes.

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

May be assigned to serve short-term as Acting Transitional Services Manager.

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

May provide new counselor training as approved or assigned.

May coordinate and present inmate Admission and Orientation as well as components of an inmate Transition or Reentry Program.

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, tools and other sensitive items.

Provide coverage for other counselors during their absence.

5%

R E

Training

Attends mandatory annual in-service training or specialized training seminars.

May participate in non-mandatory training as approved.

Keeps the Transitional Services Manager informed of operational issues and program status.

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.

Performs 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.

DRCI is a tobacco free environment. Use of tobacco products is allowed only in designated outdoor smoking areas. Work is performed in a prison housing medium and minimum-security inmates. The inmates have the potential for becoming angry, hostile, abusive, and aggressive, increasing the risk for 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 institutions. All employees must be conscious of and maintain a safe and sanitary work environment. Safety issues must be brought to the attention of the supervisor or co-worker immediately.

This institution is located in Central Oregon, about three miles east of Madras, and is exposed to temperature extremes and inclement weather. DRCI buildings are climate controlled. The two facilities encompass approximately 200 acres. The estimated square footage of the minimum is approximately 185,000 SF and the medium is approximately 400,000 SF. Walking long distances to get to the workstation or perform work may be required.

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.

- Deer Ridge Correctional Institution Procedures
- Department of Corrections Rules and Procedures
 - Oregon Revised Statutes
 - Oregon Administrative Rules
 - Board of Parole and Post Prison Supervision Rules
 - Counselor's Desk Manual
 - LEDS Manual
 - Employee Work Plan, as needed
 - State and Federal regulations
 - Oregon Administrative Law
 - Federal Laws

b. How are these guidelines used?

These guidelines are used as reference sources in managing day-to-day institution operation.

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 curser at end of a row (outside table) and hit "Enter".</i>			
DOC Administration Staff	Phone/e-mail/visit/fax/memo	Liaison Information/Operations	Daily
DRCI Management Staff	Phone/memo/visit Phone/visit/fax/	Exchange of Information/problem solving	Daily
Program Managers and Staff of other programs	e-mail Visit/writing Visit/Phone/Writing	Information/problem solving Information/education/problem solvin	Daily
Inmates	Phone/e-mail/visit	Exchange of Information	As needed
General Public Program Managers/Staff	Phone/fax/e-mail/writing	Information/operations	
Other Institutions			

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, facility 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 facility, ability to reintegrate into the community, and ability to remain productive members of society. This position may assume the role of Transitional Services Manager in his/her absence as a training opportunity or work out of class.

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 curser at end of a row (outside table) and hit "Enter".</i>				
Correctional Rehabilitaion Manager	0700270	In person and document review	As needed	For accuracy, compliance and to determine general

	efficiencies

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? N/A
- How many employees are supervised through a subordinate supervisor? N/A

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:

Must routinely work closely with large groups of inmates and counsel inmates on a one-to-one basis. Must have the ability to adapt to security situations. Counselors must be able to work closely with either the community, or public citizens in a prison setting while projecting a positive image of the Department of Corrections. Counselors work under stressful circumstances when staff shortages require reprioritization of work to meet the needs of the team. It is essential the employee maintain regular and consistent attendance in order to function in and manage the work load of this position.

Must obtain and maintain Law Enforcement Data System Certification. Must possess word processing skills and be able 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: motivational interviewing skills, 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. Requires a valid driver's license.

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 cursor 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

J. Morano
Employee Signature

10/2/15
Date

J. Bay
Supervisor Signature

10-7-15
Date

Appointing Authority Signature

Date