STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
January 22, 2016

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

Agency: Oregon Department of Corrections

Facility: Release Services Unit

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Correctional Counselor	b. Classification No:	C6783
c. Effective Date:	August 8, 2008	d. Position No:	7083007
e. Working Title:	Release Counselor	f. Agency No:	29100
g. Section Title:	Reentry & Release	h. Budget Auth No:	31900082
i. Employee Name:		j. Repr. Code:	AFSCME
k. Work Location (City – County):	OSCI (Salem-Marion)		
l. Supervisor Name (Optional):	Hank Harris, Release Services Manager		

m. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

n. FLSA: ☐ Exempt ☒ Non-Exempt

If Exempt: ☐ Executive ☐ Professional ☐ Administrative

o. Eligible for Overtime: ☒ Yes ☐ No

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position exists. Include program purpose, who is affected, size, and scope. Include relationship to agency mission.

This position is in the Department of Corrections, which confines approximately 14,600 inmates in 14 prisons. The Offender Management and Rehabilitation (OMR) Division staffing includes 198 funded positions as well as contracting with approximately 250 individuals and over 2500 community volunteers. The biennial budget exceeds $68 million, which includes general fund, other funds and federal funds. The OMR Division encompasses 11 units, which as combined, oversee an inmate's correctional plan starting from the time the offender's judgment is ordered to their release into the community. This division provides a continuum of evidence-based program interventions as well as other opportunities and tools to inmates to enhance their transition to Community Corrections partners. This position supports the Assistant Director, Chief Administrator and the unit Administrators of the OMR Division. The Assistant Director and OMR Division Administrators direct the following functions for the Department: institution programs, treatment, and offender management services policies and operations; alcohol & drug treatment; cognitive restructuring; education; inmate intake & assessment; classification and transfer; transition and release; offender information & sentence computation; inmate services; religious services; victim services, volunteer services and inmate and community advocacy. The incumbent is a direct participant in the mission of the Department and the division, in the management of the division, and in planning and evaluating the division's efforts to fulfill its mission.

The Offender Management and Rehabilitation (OMR) Division is responsible for carrying out the DOC mission to reduce the risk of future criminal conduct in those offenders incarcerated in prison and transitioning to communities and other states. The Division impacts over 14,500 inmates in state prisons and over 35,000 felony offenders in the community, and encompasses 11 units which, combined, oversee an inmate's correctional plan from the time the offender's judgment is ordered, to their release to the community. This Division provides a continuum of evidence-based program interventions, as well as other services, opportunities and tools to enhance inmate transition to community corrections supervision. OMR is responsible for: Inmate Intake Processing; Offender Information & Sentence Computation; Classification and Transfer; Correctional Case Management; Institution Programs, Treatment, and Offender Management Services Policies and Operations; Alcohol & Drug Treatment; Cognitive Restructuring; Education; Inmate Services; Religious Services; Inmate Work Programs; and Transition and Release. Total Division budget exceeds $68 million for the 2013-15 biennium.

The Reentry & Release Unit is a major state program providing release planning services to inmates housed in DOC institutions, the Oregon Youth Authority, Oregon inmates housed out-of-state, and inmates under the custody of another state serving a concurrent Oregon sentence.

Reentry & Release is responsible for partnering with department staff, other state, federal and local agencies, and community organizations to improve offender success in their transition from incarceration to the community. The mission is to provide services to the Inmate, Parole Board and the Community Corrections that will assist in creating a "seamless transition" process, which leads to reduction in recidivism.

The Oregon Department of Corrections is an innovative leader in the field of corrections and community safety, and has been nationally recognized for accomplishments in all six components of 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:

Manage a caseload of inmates who are nearing the end of their incarceration period. This includes participating in the development of reentry programs and preparing inmates for release into the community by interviewing inmates, identifying risks, needs, housing options, support systems, preparing release plans and participating on multidisciplinary case management teams. This position also responds to inmates' requests and counsels inmates as needed.

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.

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 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 abuse.

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".*			
70%	R	E	Manages a pre-release caseload of inmates who are six months (or less) from release. These releases consist of Parole, Post-Prison Supervision (PPS), Alternative Incarceration Program (AIP), Non-Prison Leave and Short Term Transitional Leave (STTL). Meets with inmates and counsels, advises and guides them through the release planning process. Works in conjunction with Parole and Probation offices, Parole Board, other DOC staff, other agencies (e.g. OYA, DHS, etc.), and the inmate to develop and coordinate appropriate release plans. Gathers information through review of multiple electronic systems (e.g. LEDS, AS400, CMIS, OMS, etc.) and the inmate's "hard file" (which involves reading police reports and other documents that may contain graphic information regarding the crime and/or other documents that may contain violence and/or sexually explicit information) and through interviews with the inmate to prepare an individual release plan. Recommends Special Conditions of Supervision to the Parole Board. Explains expectations for release including general and special conditions of supervision as well as county reporting instructions. Confirms release transportation,

			release medication and incidental funds etc., prior to release and as needed. Reviews, keeps current, and completely works within Oregon Revised Statutes (ORS's) and Oregon Administrative Rules (OAR's) pertaining to Oregon Department of Corrections (ODOC) and the Parole Board. Follows ODOC policies and procedures, federal laws, Interstate Compact agreements, sentencing guidelines/ODOC 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. Ensures all legal requirements have been met for release of the inmate into the community. Makes necessary community notifications. Processes waivers and interstate compact transfer requests.
15%	R	E	Responds in a timely and professional manner to inmate grievances and to written and verbal requests by inmates for information and interviews. *Offenders are occasionally hostile.* 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 inmates and outside agencies, Parole Board, Courts, housing and transportation resources. Responds to letters and phone calls initiated by attorneys and inmate families and the public. Occasionally, families and the public have negative/hostile reactions regarding ODOC's interactions with offenders.
10%	R	E	Attends meetings as required. Participates on multi-disciplinary case management teams. Assists is implementing new reentry processes and programs. 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. Keeps the Release Services Manager informed of operational issues and program status. Attends mandatory annual in-service training and/or specialized training seminars.
5%		NE	Participate in special committees and meetings as approved or assigned. May participate in non-mandatory training as approved. Provide new counselor training as approved or assigned. 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.

Regular office environment with occasional travel by automobile; regular contact with inmates; and some stress with deadlines. Work requires entering an institution setting on a regular basis where physical abuse, assault, and riot could occur. Employee may have to endure long periods of walking, sitting, standing, walking on concrete or gravel surfaces. Employee may also be required to use stairs, lift items and set up and/or take down meeting paraphernalia. In the event of an emergency, this employee is subject to call back at which time the employee could be placed in any post in administration or an institution.

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.

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 Policies

Board of Parole and Post-Prison Supervision Administrative Rules

Oregon Revised Statute
Criminal Codes of other states

Interstate Agreement on Detainers and Compact Transfer Requests

Multi-State Standards

b. How are these guidelines used?

As reference documents to ensure 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	telephone/writing/in-person	Respond to questions, preparing inmates for release, developing release plans, responding to grievances and/or other complaint issues	Daily
DOC staff, other state corrections staff, community corrections, federal prisons, law enforcement	telephone/writing	Respond to inquiries and request information	Daily
Courts, district attorneys, defense attorneys, and police agencies	telephone/writing	Legal communication	Weekly
Other state agencies	Telephone/writing/in-person	Respond to questions, preparing inmates for release, developing release plans, *policy questions, support decisions*	Daily
General Public	*telephone/writing*	*Respond to questions, preparing inmates for release, developing release plans, support decisions, explain policies*	*Daily*

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

SECTION 7. POSITION RELATED DECISION MAKING

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

Inmate case management decisions relating to community re-entry activities. Decisions involve determining county of release based on Oregon Statutes, recommending supervision conditions, appropriateness of proposed residence, restitution balance(s) and appropriateness of Short Term Trans Leave and requests for county waiver and Interstate Compact.

The effects of these decisions are that offenders release to the proper supervisory authority, with the proper conditions in place that are consistent with the offenders' assessed risk assessment and needs. These decisions will significantly impact the offenders' life while on supervision, and increase the offenders' chance for a positive reentry to the community. Negative ramifications could be detrimental to the offender and the community, while potentially negatively harming the Oregon Department of Corrections monetarily thru possible litigation.

Counselor will determine case review schedules and inmate visits 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
Release Services Manager	Position # 710005	In person, In writing, by e-mail, and telephonically	As needed basis	To clarify issues, Performance Evaluation, and share successes

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

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? None

- ☐ 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:

The person in this position must have excellent verbal and written communication skills. In addition, the person must be able to work with little direction and make quick, logical decisions. Must be LEDS certified.

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 _____