



The OMR Division is responsible for carrying out the ODOC mission to reduce the risk of future criminal conduct by those offenders who are either incarcerated or transitioning from prison back into the community and for those offenders on supervision in the community.

**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 primary purpose of this position is to provide advocacy support and caseload management to adults in custody with open DHS cases. Oversee the Family Resource Center at the Coffee Creek Correctional Facility.

### 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 reduce 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, multidisciplinary 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 multidisciplinary 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
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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".

60%

E

Case Management, Advocacy and Support

- Provide case management services which include facilitating referrals to resources for the inmate inside of prison and caregivers in the community. Support families and social service needs that allow for family reintegration.
- Participate with multi-disciplinary teams in order to inform the team about motivation, participation and engagement of adults in custody. Work specifically in cull with the Institution Counselors on problems inmates who may not be motivated to participate.
- Hold adults in custody accountable for improving the parent-child relationship. Follow up with adults in custody and caregivers to verify the communication commitments are adhered to. i.e. letter writing, video visitation, birthday cards, etc.
- Assist adults in custody to complete the paperwork necessary to reintegrate with their children. Assist inmates to successfully navigate the child welfare system along with the DOC procedures, operations and programs. Serve as a single point of contact for the inmates' caseworkers, juvenile court-appointed attorneys and therapists working with the inmates' children.
- Establish collaborative working relationships with DHS caseworkers and juvenile court appointed attorneys to more easily communicate with the adults in custody.
- Facilitate inmate/adults in custody participation parent teacher conferences by obtaining required approvals from the caregiver and schools administrations as needed. Coordinate adult in custody's active participation in parenting their children from prison in a meaningful/pro-social manner.
- Maintain a fundamental understanding of Parenting Inside Out (PIO) or other Department of Corrections designated parent management skills training. Provide coaching and feedback to adult in custody's who graduated PIO during supervised DHS visits, aftercare/ support groups or other visitation setting where the adults in custody uses parenting skills.

30%

E

Program Development

- Create eligibility and selection criteria for participants in collaboration with stakeholder groups identified by management at CCCF.
- Design a program orientation to be presented at institution Assessment and Orientation (A&O) that clearly describes services and advocacy available to medium custody inmates.
- Oversee the CCCF Family Resource Center, which includes identifying appropriate resources, books, materials that promote pro-social parenting and family reintegration. Supervise inmate clerks who are assigned to the resource

center.

- Research best practices and collaborate with other institutions to identify and provide opportunities for adults in custody to have enhanced visitation and small events activities that support positive parent child interactions. i.e. monthly birthday celebrations for children who have a parent incarcerated at CCCF.
- In collaboration with Institution Management, facilitate new opportunities for correspondence expanded access to video visits, email, text messaging between parents, children, and DHS caseworkers.
- Create policies and procedures in order to transition inmates from the medium custody program to Family Preservation Project program located at the minimum facility. Additionally, create procedures for inmates who move from the minimum facility back to medium due to BHS, Security, Health Services etc.

10%

E

Performance Management, Tracking Outcome

- Prepare reports regarding inmate success, failure or other tracking deemed necessary by the CCCF Administration, OMR Division and the Research Unit.
- Track inmate participants performance in the DOC400 or other tracking mechanism. Develop performance measures for the program as it relates to case management outcomes, institution tracking and CORE i.e. Entry/Exit data.
- Develop performance reports and accountability considering outcomes for children and their caregivers and long term goals for children of incarcerated parents statewide.
- Create longitudinal studies to track family reintegration post-release. Obtain appropriate release of information documents for research integrity.
- Seek out grant opportunities in conjunction with OMR Business Services unit to obtain additional resources for program enhancements.

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#### SECTION 4. WORKING CONDITIONS

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**Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.**

Works around adults in custody daily who provide janitorial and other duties at the work site. ODOC is tobacco free. Uses of tobacco products are prohibited within the buildings or on the grounds. Tobacco use is permitted inside or along the side of the employee's personal vehicle.

All employees are required to use a computer for E-mail and related work systems in the regular performance of their duties.

## 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.

- Oregon Department of Corrections Administrative Policies and Procedures
- Oregon Administrative Rules and Oregon Revised Statutes
- Federal Law and Oregon Revised Statutes concerning children and families.
- Professional service contracts

b. How are these guidelines used?

These guidelines are used to ensure that the services are provided and operate with existing law and administrative rules.

## 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 cursor at end of a row (outside table) and hit "Enter".</i>			
DOC Executive Mgmt., Unit Managers and Staff Inmates	Phone/Fax/Person	Program Operations	Daily
	Correspondence/Person	Program Administration, Clinical Considerations and Programming	As Necessary
Contractors and Service Providers	Phone/Fax/Person	Program/Contracts Administration and Operations	As Necessary
Other Agencies, Administration and Staff Attorneys	Phone/Fax/Person	Policies, Practices, and Programming	As Necessary
	Phone/Correspondence	Policies, Practices and Programming Client Legal Issues	As Necessary
General Public	Phone/Email/ Correspondence	Information Sharing	As Necessary

## SECTION 7. POSITION RELATED DECISION MAKING

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

## 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 "F"	9100850	Quarterly/monthly/annual	As needed	To ensure work

**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?

- |  |   |
|--|---|
| <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 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.

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

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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".*

**SECTION 11. ORGANIZATIONAL CHART**

We need to revise the ORG Chart to show the new unit of Programs and Services.

**SECTION 12. SIGNATURES**

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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Appointing Authority Signature

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Date

