STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
7/7/16

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

Agency: Department of Corrections

Facility: Coffee Creek Correctional Facility

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Recreation Spec. 2
b. Classification No: C6519
c. Effective Date:
d. Position No:
e. Working Title: Life Skills Coordinator
f. Agency No: 29100
g. Section Title: Correctional Rehabilitation
h. Employee Name:
i. Work Location (City – County): Wilsonville - Washington
j. Supervisor Name (optional): Lisa Hall
k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
l. FLSA: ☐ Exempt ☒ Non-Exempt
If Exempt: ☐ Executive ☐ Professional ☐ Administrative
m. Eligible for Overtime: ☒ Yes ☐ No

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.

Coffee Creek Correctional Facility is a 1,672 bed state prison located in the Portland metropolitan area, near the town of Wilsonville. Prison operations include: 432-bed adult male intake center; 700-bed adult women's medium security unit which includes 64 special housing beds; and a 540-bed adult women's minimum security unit. The CCCF superintendent reports to the Institution Administrator and Assistant Director of the ODOC Operations Division and is responsible for general operation of the facility and liaison with the local community. Other major program components located at CCCF which are administered by other ODOC divisions and are coordinates by the facility administration include: Health Services, Mental Health, Alcohol and Drug, Work Force Development, Oregon Correctional Enterprises, Offender Information and Sentence Computation Unit.

The CCCF Minimum-Security Unit is located outside the secure perimeter of the main institution, within a separate fenced compound. The unit provides dormitory-style housing for 540 incarcerated women classified as minimum custody, 432 general population and 108 in residential treatment beds, which are typically serving shorter prison sentences and/or within a few months of release. There are two inmate living buildings; one is for general population and one for a residential alcohol and drug therapeutic community. Programming for

general population inmates include adult basic education, workforce training, life skills/transition and mental health counseling. Work opportunities for inmates include institution support assignments, a "cottage industry" program and community service work crews.

Coffee Creek Correctional Facility emphasizes implementation of the Oregon Accountability Model (OAM), which states that all staff of the Oregon Department of Corrections are responsible for contributing to long-term public safety by influencing sustainable offender change. The OAM depends upon a team approach to custody with the 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 DOC 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 OAM.

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:

Provide development and coordination of CCCF inmate Life Skills projects; provide work related training, prosocial leisure activities, and life skills training to inmates in both the CCCF Women's Medium and Minimum Security units; work with potential volunteers, supervisors, and /or treatment providers to develop projects and activities that provide opportunity for training, skill development, and work experience for inmates.

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".			
100%	NC	E	Gathers information and determines programming appropriate for specific social and cultural groups; activities may include, but are not limited to, incentive programs, music programs, cultural related programs, wellness programs, art projects, self enhancement programs, community service programs, etc. Selects inmate participants and workers in accordance with standards agreed upon with facility administration and operational practices; ensures all inmates are on the roster, accounted for, and properly placed on call outs for activities; works with work coordination to set up programs on the data system to help track attendance and justify resource allocation; holds inmates accountable for their behavior using department inmate disciplinary processes; tracks inmate program compliance and submits rosters, performance reports, daily failures, and program failures according to facility standards. Proposes, develops, and implements Life Skills programs and activities for inmates in both medium and minimum facilities; coordinates with facility and program staff, correctional counselors, work crew supervisors, and other correctional staff to facilitate and evaluate such programs and

activities; assesses availability of funding, equipment, facility space, and community resources, and designs programs accordingly; proposes and drafts guidelines and procedures for such programs; submits to supervisor and superintendent for review and approval.

Maintains high levels of direct inmate contact with emphasis on delivery of diversified programs and Life Skills activities; conducts regular feedback groups and surveys to determine customer service levels and needs. Facilitates or co-facilitates inmate program classes of up to 15 inmates as scheduled and on a volunteer basis, providing necessary security of classroom for all functions required by this role.

Provides supervision and serves as a liaison for all volunteers connected with the delivery of Life Skills programs/activities and coordinates with Lead Life Skills Coordinator to ensure training, orientation, and facility familiarization requirements are met.

Hires, supervises, and evaluates inmates as Life Skills assistants to carry out Life Skills program activities in housing units and programs areas of the institution.

Solicits information and input to develop and provide direction to staff and inmates regarding special events, exercise activities, equipment maintenance, athletic events, personal health regiments, etc.

Role models appropriate work habits and redirects negative inmate behavior; communicates with other program staff on a frequent basis to report on progress or problems of inmate workers in achieving treatment and transition goals; models pro-social values in all interactions with inmates.

Assists with the allocation and organization of program resources.

Provides training and explanation about program and activity details and requirements to different audiences (inmates, staff, volunteers, community, etc).

Maintains quality control systems to enhance the dual purpose of customer service and security; maintains records to document assignment, training, and performance goals for inmates.

Maintains successful and collaborative working relationships and positive communication with staff, inmates, and colleagues within the Department and CCCF.

Provides a variety of security functions: Oversees inventories of craft and other related tools and supplies; conducts area and person searches; provides area and event supervision; subdues combative inmates; conducts daily inspections of areas of responsibilities to detect security, safety, and sanitation concerns; inspects of all supplies and equipment entering the facility to ensure absence of contraband and conformity to facility security expectations; maintains proper tool and key control; restricts access by unauthorized (unassigned) inmates to the area; ensures work (including

			storage facilities) areas are neat, organized, clean and safe, etc. Understands and applies the principles of the OAM, models appropriate pro-social behavior in all interactions with inmates; looks for opportunities to reinforce positive change in individual inmates; intervenes and re-directs antisocial behavior in all interactions with inmates; contributes to a pro-social learning environment; maintains security and enforces discipline; observes and reports inmate behavior patters, change in personality, demeanor and degree of program participation; promotes acceptance and understanding of the OAM principles to model, teach and direct pro-social behavior to all inmates; incorporates the various components of the OAM as well as the department's mission, vision, and core values to create opportunities to reinforce positive inmate behavior change; supports and assists others in OAM problem solving, situation assessment, and decision-making. Inventories and monitors recreation equipment and all other Life Skills equipment/supplies in all housing units, infirmary, and MHI, and Special Housing. Assists with implementation and development of the Non-Cash Incentives Program at CCCF; participates in workgroups to develop operational procedures to implement and/or evaluate current incentive items, activities or functions for achievability; works with a department-wide workgroup as needed to provide input and ideas for new incentives and to evaluate current program; corrects problems associated with incentive items or activities, and monitors resources; collaborates with other workgroups within the facility to ensure new procedures / rules / guidelines are working within the framework of the Non-Cash Incentive Program and its policy. Assists and supports other facility programs and activities as necessary; provides assistance with activity planning and supervision of inmates. Specifically has primary oversight of the Inmate Coffee Cart program in the Minimum, which include all facets of business management required by the program. Performs other duties as designated by supervisor of Correctional Rehabilitation Unit or Lead Life Skills Coordinator.

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.

This position works inside an adult correctional facility and may encounter angry, hostile or abusive inmates, which could result in personal injury, death or becoming a hostage. Inherent custodial duties include the responsibility of handling inmate incidents in the immediate work area. The employee is responsible to prevent escapes and other inmate incidents by proper control of keys, tools, equipment, and other potential contraband. He/she will be required to report and document unusual incidents. Coffee Creek is a non-smoking facility.

This position may require extensive standing and/or walking, both indoors and outdoors, possibly during inclement weather and may require some travel by motor vehicle for coordination with community volunteers and collection of donations – employee must have a valid driver's license and a good driving record or an acceptable alternate means of transportation. The employee is subject to call back in the event of an emergency and may be re-assigned to any position as needed.

This employee is also expected to:

- share the mission, vision, and core values of the department;
- role-model pro-social behavior and have an attitude that conveys dignity and respect in the treatment of others;
- acknowledge that everyone is capable of positive change; and
- work variable hours that may include weekends, holidays, and evenings as special activities dictate and as leisure time and community service projects occur; seven day and swing shift coverage schedule will be required that meets facility needs within the boundaries of the bargaining agreement.

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.

ODOC Rules and Policies
CCCF Policies and Procedures

b. How are these guidelines used?

The person performing this job must be familiar with the rules, policies, and procedures of CCCF and the Department of Corrections in order to follow proper protocol, and to explain to callers, volunteers, etc., the guidelines of the facility.

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".			
CCCF Staff	Person/Phone/E-mail	Answer inquiries, provide and seek information	Daily
ODOC Staff	Person/Phone/E-mail	Answer inquiries, provide and seek information	Daily
Central Office Staff	Person/Phone/E-mail	Answer inquiries, provide and seek information	Daily
Community Service Organizations	Person/Phone/E-mail	Answer inquiries, provide and seek information	As Needed
Citizens/ Public/ Volunteers	Person/Phone	Answer inquiries, provide and seek information	Varies
Inmates	Person/Mail	Answer inquiries, provide and seek information	Daily

SECTION 7. POSITION RELATED DECISION MAKING

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

This position regularly makes decisions concerning providing inmate direction; giving out information to staff and community; sorting and disseminating information and documents received from others as they relate to inmate activities. Failing to do so will result in the failure of programs and activities and threatens the safety and security of the facility.

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".				
Principal Executive Manager F	0100160	Personal observation, report submittal, communications with other facility staff and collateral agency personnel.	On an on-going basis and at least annually	To determine program efficiency and effective compliance with position description and work plan, to communicate areas of strengths and weaknesses, and set future goals and objectives

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

The employee plays a major role in the organization. The position serves a variety of functions: resource person for staff and inmates; responsibility for assuring daily activities occur with maximum effectiveness in supporting the mission and goals of the ODOC through the implementation of the Oregon Accountability Model. This person must possess Life Skills activities development, implementation and monitoring skills and be willing to work varied hours.

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