

**CLASS TITLE: COMMUNITY CORRECTIONAL SPECIALIST I**

**Class Code: 02715400**

**Pay Grade: 24A**

**EO Code: D**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To provide counseling, advice, and assistance to offenders in the Department of Corrections, to include but not limited to community confinement, transitional housing, community corrections, and the reintegration unit, in determining and achieving rehabilitative goals and to maintain order and security.

**SUPERVISION RECEIVED:** Receives general supervision from Supervising Community Correctional Specialist II's or other employees of higher grade who provide training and instruction, assign work, and review performance through conferences and reports for effectiveness and conformance to established standards.

**SUPERVISION EXERCISED:** None

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To work with community agency staff who provides treatment and rehabilitative support services.

To conduct counseling interviews and case management with offenders to develop courses of action for rehabilitation and to assist them in achieving occupational or educational goals and to overcome personal, social, or familial problems.

To obtain and review information about offenders through records, interviews, and personal observation, to assess individual needs, to appraise interests and abilities, and to recommend appropriate treatment plans, placements, security ratings, etc.

To inform offenders of types and extent of services available based on individual need, and reviews with offenders' arrangements or activities necessary to attain desired goals.

To provide support services to offenders by describing, explaining, and answering inquires concerning privileges, policies, procedures, etc., to inform clients of specific programs and services available.

To confer with agency staff, professional specialists, family members of offenders, and special interest groups concerning programs and services to exchange information, develop resources, and resolve problems.

To maintain custodial care and control of offenders by escorting or transporting them under appropriate restraint, patrolling facilities; making periodic rounds, head counts, and security checks of buildings, grounds, and offender quarters; observing offender movement and whereabouts while in the community or reintegration unit; and guarding and directing offenders during work assignments, when necessary, to maintain order and security.

To observe offender conduct and behavior, noting significant behavioral patterns to prevent disturbance such as violence, escapes, or suicides.

To note and investigate suspicious offender activity relative to contraband by searching individuals, vehicles, packages, and mail as well as offender quarters for weapons or other forbidden devices and/or objects to maintain security.

To develop working relationships with offenders by referring individuals to appropriate supportive services (e.g. medical, psychiatric, vocational, etc.) as needed to aid in rehabilitation and to foster an atmosphere of cooperation between inmates and staff.

To prepare reports on such occurrences as fires, disturbances, accidents, security breaches, etc., prepare monthly evaluation reports on offenders; makes entries into unit log of daily activities and reviews daily activity reports to have accurate and current information available for reference by authorized personnel.

To perform related duties such as screening visitors; operating 2-way radios; inspecting fire extinguishers, sprinkler systems, alarms, and other safety apparatus; serving food to offenders; assigning housing areas to offenders; authorizing the movement of offenders within a facility; attending or chairing meetings; preparing reports; and maintaining logs.

To serve as a member of classification, furlough, and/or disciplinary boards.

To perform related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A working knowledge of the principles, practices, and techniques of counseling and case management; interviewing techniques; motivation and reinforcement techniques; human personality traits and characteristics; types and symptoms of mental and emotional disorders; methods of general report writing. The ability to understand, explain, and apply the laws, rules, policies, procedures, etc. governing assigned unit activities; analyze and determine the applicability of data, draw conclusions, and make appropriate recommendations; gather information through questioning and observing individuals; gather information by examining records and documents; accurately record information provided orally; assemble items of information according to established procedures; prepare general reports; communicate effectively in oral and written expression; deal tactfully with others; establish and maintain harmonious working relationships with others (including, but not necessarily limited to DOC agency staff, other state agency and community agency staff, offenders, families and lawyers of offenders, professional specialists, visitors, law enforcement personnel, employers, and various local, federal and state agency personnel); establish rapport with persons from different ethnic, cultural, and economic backgrounds; motivate others; interact with people who are under physical and/or emotional stress; recognize in others the symptoms of mental and/or emotional stress; make decisions and act quickly in emergency situations; exercise sound judgement; maintain a calm manner in stressful and emergency situations; exercise discretion in handling confidential information; adapt to varying work situations.

## **EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of an Associate's degree with a major in counseling, psychology, criminal justice, or education.

Experience: Such as may have been gained through: professional experience in counseling or correctional work.

Or, any equivalent combination of the required education and experience.

**SPECIAL REQUIREMENT:** Must possess a valid RI Operator's Driving License.

Class Revised: December 29, 2002

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