

**CLASS TITLE: COMMUNITY CORRECTIONAL SPECIALIST II**

**Class Code: 02715500**

**Pay Grade: 26A**

**EO Code: D**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To supervise the work of subordinates, to participate in the establishment of performance standards for subordinates and take corrective measures to implement these standards, and to participate in providing 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; and to do related work as required.

**SUPERVISION RECEIVED:** Receives general supervision from employees of higher grade who provide policy guidance, assign work and review performance through oral and written reports for effectiveness, adherence to policy, and conformance with established standards, rules, and regulations.

**SUPERVISION EXERCISED:** Exercises direct supervision over, assigns work to, and reviews the performance of professional personnel.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To supervise the work of Community Corrections Specialists I and others engaged in providing counseling advice and assistance to offenders.

To work with community agency staff who provides team 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' arrangement or activities necessary to attain desired goals.

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

To confer with DOC or other state and community 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 be responsible for investigating disciplinary infractions and reporting to supervisors any unusual incidents or situations.

To observe offender conduct and behavior, noting significant behavioral patterns to prevent disturbances 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 inmate and staff.

To prepare reports on such occurrences as fire, disturbances, accidents, security breaches, etc.; prepares 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 extinguishes, 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 the classification, furlough, and/or disciplinary boards.

To oversee and coordinate counseling activities to ensure effective operations and compliance with established standards.

To provide on-the-job training for employees.

To evaluate procedures and techniques to recommend changes to improve the quality of services.

To ensure duty stations are covered and conduct inspections of personnel and equipment.

To review and evaluate reports to determine whether investigations have been conducted properly and the necessity for any further action.

To recommend placement, treatment programs, security ratings, etc.

To control the security of criminal records or other sensitive documents and the distribution and accounting of special equipment such as keys, weapons, radios, etc.

To perform related duties such as explaining services, policies, rules, and regulations to other agencies and the general public and maintaining personnel records such as attendance and leave records.

To perform related work as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS AND CAPACITIES:** A thorough knowledge of 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 by examining records and documents; accurately record information provided orally; assemble items of information according to established procedures; maintain accurate records; 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, 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 disorders; maintain a calm manner in stressful and emergency situations; make decisions and act quickly in emergency situations; exercise sound judgement; exercise discretion in handling confidential information; adapt to varying work situations; supervise, including planning and assigning work according to the nature of the job to be accomplished, the capabilities of subordinates, and available resources; control work through periodic reviews and/or evaluations; determine subordinates' training needs, and provide or arrange for such training; motivate subordinates to work effectively; determine need for disciplinary action and either recommend or initiate disciplinary action; a working knowledge of the principles and methods of correctional institution management, including terminology; factors, trends, and problems in providing counseling services to criminal offenders, inmates, prisoners, or detainees; standard methods and techniques of riot control; procedures and techniques used in transporting offenders; types and uses of devices in restraining offenders; standard methods used in identifying, collecting, and preserving evidence; the ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, the capabilities of subordinates, and available resources; control work through periodic reviews and/or evaluations; determine subordinates' training needs, and providing or arranging

for such training; motivate subordinates to work effectively; determine need for disciplinary action, and either recommend or initiate disciplinary action; the knowledge of principles, practices, and techniques of supervision.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Bachelor's degree with a major in counseling, psychology, criminal justice, education; sociology or related fields and

Experience: Such as may have been gained through: considerable experience in a supervisory position performing counseling or correctional work which included the counseling, rehabilitation of criminal offenders, inmates, prisoners, or detainees.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

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

Class Revised: December 29, 2002

Editorial Review: 3-15-2003