

**CLASS TITLE: COMMUNITY CORRECTIONS ASSESSMENT  
COORDINATOR**

**Class Code: 02829600  
Pay Grade: 32A  
EO: B**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** To be responsible for planning, organizing, coordinating, assigning, reviewing and supervising all of the work of the professional and support staff providing assessments for an adult community corrections program; and to do related work as required.

**SUPERVISION RECEIVED:** Works under the general supervision and receives general and specific assignments and instructions; possesses latitude to exercise initiative and independent action; work is reviewed through conferences and reports to ensure conformance with prescribed departmental policies and standards.

**SUPERVISION EXERCISED:** Plans, organizes, directs, and reviews the work of professional, technical and support staff responsible for community corrections assessment and programming for adult offenders.

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To be responsible for planning, organizing, coordinating, assigning, reviewing and supervising all of the work of the professional and support staff providing assessments for an adult community corrections program.

To be responsible for the managing of all work of a community corrections assessment unit in an adult correctional system.

To assign, supervise, review, and approve work of professional and technical staff to ensure that accepted casework techniques have been adequately applied in the assessment of adult offenders referred to the community corrections program.

To develop, review, and evaluate development and training programs for professional and technical staff and make recommendations thereon.

To research current and emerging assessment techniques and instruments and make recommendations as to their use and incorporation to existing Department programs.

To monitor and evaluate all programming efforts and changes in the Department and to disseminate the same to staff.

To assist in the formulation, application and evaluation of policies, rules, procedures, and standards of assessment and programming needed to achieve rehabilitation goals and objectives.

To be responsible for the compilation and reporting of statistical data pertaining to the unit.

To provide case management as needed and review more complex cases and recommended treatment and intervention.

To consult with appropriate service providers on assessment issues.

To consult with community provider and counseling staff responsible for long range programming in order to develop and implement individual treatment plans.

To do related work as required.

**REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGES, SKILLS AND CAPACITIES:** A thorough knowledge of the principles, practices and techniques of social casework management; thorough knowledge of assessment and interviewing techniques; thorough knowledge of social and psychological factors impacting individual and family

behavior; the ability to prepare comprehensive written social histories and assessments; the ability to identify strengths, resources and problem areas in individuals and families; the ability to develop behavioral objectives to affect change effort; knowledge of criminological factors impacting on offenders; working knowledge of community resources and the criminal justice system; working knowledge of, and ability to apply modern technology to the assessment process.

**EDUCATION AND EXPERIENCE:**

Education: Such as may have been gained through: possession of a Bachelor's degree in Social Work, counseling, Psychology, or Education from an accredited institution of high education; and

Experience: Such as may have been gained through: considerable employment, under close supervision, involving the application of assessment, social casework, or counseling techniques in a correctional or human service organization.

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

Class Created: July 25, 1993

Editorial Review: 3/15/03