

CLASS TITLE: CORRECTIONAL SPECIALIST I

Class Code: 02184700
Pay Grade: 624A
EO Code: D

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To provide care, custody and control of inmates in a Boot Camp facility; to lead and participate in all daily boot camp activities including all rehabilitative services programs to assist offenders in achieving rehabilitation goals; and to do related work as required.

SUPERVISION RECEIVED: Receives general supervision from superiors who assign work and review performance through conferences and oral and written reports to ensure effectiveness, adherence to policy, and conformance with established standards, rules and regulations.

SUPERVISION EXERCISED: None.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To maintain custodial care and control of inmates in a Boot Camp-styled rehabilitation program.

To observe offender conduct and behavior, noting significant behavioral patterns and making appropriate referrals.

To obtain and review information about offenders through records, interviews, and personal observation to assess individual needs, and to recommend appropriate plans.

To assist offenders in achieving occupational, educational, and other rehabilitative goals.

To provide support services to offenders by answering inquiries concerning programs and services; to exchange information, develop resources, and resolve problems.

To develop working relationships with offenders around rehabilitation goals referring individuals to appropriate support services as needed to aid rehabilitation and to foster an atmosphere of cooperation between inmates and staff.

To prepare monthly evaluation reports on offenders; review daily activity reports; and maintain accurate and current information.

To screen visitors, assign housing areas, authorize the movement of offenders within a facility, attend or chair meetings, prepare reports and maintain logs.

To insure confidentiality of all materials, reports, and other information related to security of the facility and offenders.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles and practices of corrections work; a thorough knowledge of the fundamentals of counseling; a thorough knowledge of the fundamentals of group training; familiarity with human personality traits and characteristics; familiarity with security protocols; skill in applying training techniques in a military- styled environment; skill in verbal and written communication; the ability to lead and participate in rigorous physical training, boot camp drills, and ceremonies; the ability to enforce rigid discipline while being an empathetic advisor and role model; the ability to apply basic motivational and reinforcement techniques; the ability to gather offender information through reports, personal inquiries, and observations; the ability to exercise sound judgement, make decisions and act quickly in emergency situations; the ability to establish and maintain harmonious working relationships with staff, offenders, and others; the ability to ensure the confidentiality of information; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of an Associates Degree with a major in Criminal Justice, Counseling, Psychology or Education; and

Experience: Such as may have been gained through: employment in a position which provides professional experience in correctional work, counseling or training.

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

SPECIAL REQUIREMENTS: Must possess a valid Rhode Island operator's drivers license; must complete the four (4) week Boot Camp Instructors' Training Program selected and approved by the Department of Corrections as a condition of appointment.

Class Created: May 15, 1994

Editorial Review: 3/15/03