

CLASS TITLE: CORRECTIONAL SPECIALIST II

Class Code: 02184800
Pay Grade: 626A
EO Code: D

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To supervise, lead and participate in the daily custody, control, training and rehabilitation activities of inmates in a Boot Camp facility for the purpose of assisting offenders in achieving rehabilitation goals; and to do related work as required.

SUPERVISION RECEIVED: Works under general supervision with some latitude to exercise independent judgement during routine activities; work is reviewed through observation, reports and inspections to ensure compliance with policies, standards, rules and regulations.

SUPERVISION EXERCISED: Plans, assigns, directs and reviews the performance of personnel, and leads daily activities.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To supervise staff and participate in the custodial care and control of inmates in a boot camp or similar style rehabilitation program.

To design daily schedules for personnel and supervise all aspects of the boot camp program.

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

To supervise staff and participate in the achieving of occupational, educational and other rehabilitative goals.

To prepare work schedules.

To observe employee performance to ensure strict adherence to facility protocols.

To supervise and participate in the monthly reports on offenders, review daily activity reports, and maintain accurate and current information.

To gather information and prepare detailed reports and documentation on routine and unusual activity affecting operations and programming.

To supervise and participate in the screening of visitors, assigning housing areas, authorizing the movement of offenders within a facility, and attending and chairing meetings.

To provide and supervise support services to offenders by answering inquiries, exchanging information, developing resources, and resolving problems.

To develop working relationships with offenders around rehabilitation goals by referring individuals to appropriate support services as needed to aid in rehabilitation.

To ensure confidentiality of all materials, reports and other information related to security of the facility and offender participants.

To provide on-the-job training for employees.

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

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

To explain services, policies, rules and regulations to other agencies and the general public.

To maintain routine records such as attendance, leave, vacation schedules, etc.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of security practices and protocols; a thorough knowledge of the fundamentals of supervision; a thorough knowledge of the fundamentals of counseling; a thorough knowledge of the fundamentals of group training; familiarity with human personality traits and characteristics; skill in applying supervision and evaluation techniques; skill in applying and teaching training techniques in a military-styled rehabilitation program; skill in verbal and written communications; the ability to supervise, 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 teach and apply motivational and reinforcement techniques; the ability to teach, supervise and participate in the collection of offender information for reports, personal inquiries and observations; the ability to make decisions and act quickly in emergency situations; the ability to establish and maintain harmonious working relations with staff, offenders and others; the ability to establish rapport with persons from different ethnic, cultural and economic backgrounds; the ability to supervise, including planning and assigning work according to the nature of the job to be accomplished, the capabilities of the subordinates and available resources; the ability to control work through periodic reviews and/or evaluations; the ability to determine subordinates' training needs and provide for training; the ability to exercise sound judgement; and related capacities and abilities.

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, or Education; and

Experience: Such as may have been gained through: considerable experience in a supervisory position performing correctional or counseling work.

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