

**CLASS TITLE: COUNSELING SERVICES COORDINATOR
(CORRECTIONS)**

**Class Code: 02828500
Pay Grade: 32A
EO: B**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform professional work in the direction and coordination of Counseling staff who provide case management services for the sentenced and classified adult inmate population; to perform the more difficult and complex technical tasks involved in the inmate classification process; and to do related work as required.

SUPERVISION RECEIVED: Works under general supervision and exercises considerable and independent judgement in the application of classification and counseling techniques and procedures; work is subject to review for results obtained.

SUPERVISION EXERCISED: As required, may plan, direct or coordinate the work of counseling staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To perform the more difficult and complex technical tasks involved in a correctional institution's classification program and counseling services. To be responsible for offender classification, provide case management supervision and case management training. To provide policy interpretation on the above areas. To review all classification actions which may result in an inmate's movement on overrides to ensure conformance to applicable policies and standards.

To serve as a clinical supervisor within the institution and to provide opportunities for inmate counseling on such matters as personal problems or work and working attitudes, associations with other inmates, working attitudes, and other issues arising in the program of adjustment and rehabilitation.

To review a continuing plan of rehabilitation for inmates returning to the community, who have satisfactorily utilized all of the rehabilitation services available in the institution.

To initiate and conduct training and monitoring which ensures compliance with changes made to the classification policy and case management procedures.

To provide clinical oversight consultation to ensure conformance with professional standards.

To supervise service, involving personal contact, to the inmates returned to the community to insure continuation and completion of the rehabilitation process initiated in the institution.

To consult with case managers, who are assisting inmates in formulating parole plans, including plans for employment and housing.

To provide professional supervision for case managers in their appropriate facility. Case managers constitute the most important linkage between the department and inmates under the custody of the department director.

To be responsible for the scoring process of the classification instrument for all inmates committed to the custody of the Department.

To disseminate policy to all staff, posting it for inmates information, and assure that each facility's classification policies and procedures are in compliance with departmental policy.

To critically review, and recommend changes to the operation of the classification process, and to give final approval of override recommendation. To prepare, transmit, and track case materials to ensure coordinated placement of inmates to appropriate correctional facilities. To determine the appropriate custody levels for all inmates to correctional facilities. To make special recommendations for inmates based upon identifiable needs and detailed written justification, to be approved by the Director or designee.

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 case work as they apply to the rehabilitation of adult offenders; thorough knowledge of individual emotional and behavior patterns as well as social and economic factors that contribute to adult delinquency; a thorough knowledge of community resources and the ability to utilize them effectively in the rehabilitation of adult offenders; a thorough knowledge of the principles, practices and techniques used in an adult classification and assignment program and the ability to apply such principles, practices and techniques; a working knowledge of the principles and practices of individual/group counseling and crisis intervention techniques; a working knowledge of RI. General Laws which govern incarceration, parole, and release of adult inmates; a working knowledge of Federal and State decrees that govern the rights and responsibilities of both correctional employees and inmates in Rhode Island as well as inmate meritorious good time laws; the ability to formulate social diagnoses and prepare recommendations for comprehensive treatment plans concerning appropriate vocational, education, custodial and other assignments involved in a program of adult rehabilitation; the ability to work in a correctional setting; the ability to supervise counselors; the ability to effectively communicate to staff and inmates verbally and in writing; the ability to keep social case records and prepare comprehensive written reports; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Master's Degree in Rehabilitation Counseling or Administration, Counseling, Education, Social Work or Criminal Justice with a concentration in correctional rehabilitation.

Experience: Such as may have been gained through: employment in a professional counseling position responsible for performing clinical tasks in an adult correctional classification and assignment program; including considerable supervisory experience in a correctional or human service agency.

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

Class Created: July 25, 1993

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