

CLASS TITLE: WORK REHABILITATION PROGRAM SUPERVISOR

Class Code: 02569400
Pay Grade: 28A
EO: B

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Under the direction of the Warden to supervise work rehabilitation program for inmates selected and recommended by the classification board to participate on a work release basis for vocational training, education, or gainful employment at specific institutions or commercial concerns in the community outside of the Adult Correctional Institution; and to do related work as required.

SUPERVISION RECEIVED: Works under the general direction of the Warden, the Assistant Warden, or their designee with latitude for the exercise of individual judgement; work is reviewed through conferences and reports for conformance to established policies, rules and procedures,

SUPERVISION EXERCISED: Supervises the work of Correctional Officers and as required clerical personnel assigned to perform related duties.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the supervision of Correctional Officers involved in the care, custody, discipline and security of all inmates assigned to the work rehabilitation program.

To be responsible for review with authorization from the Senior Classification Counselor of inmate criminal records, education, work history and other personnel data for evaluation and use while contacting employers, schools, or other agencies in regard to placing the inmate in an effective productive program that relates to his individual needs.

To be responsible for the preparation of all necessary clerical procedures involving identification, departure and arrival schedules, method of transportation, travel expense and other related requirements associated with an inmates assignment in the outside community.

To periodically consult with supervisors for the purpose of reviewing progress and deportment of inmates at their outside activities; to submit reports of violations to the disciplinary board with recommendations for disciplinary action and/or possible reclassification.

To encourage and promote continuous participation of inmates in the A. A. program, group therapy, or other programs designed to facilitate or enhance the rehabilitation process.

To maintain close and effective liaison with local and state police in dealing with inmate problems occurring in the outside community.

As assigned, to sit with the Warden, Assistant Warden, Deputy Wardens, Senior Classification Counselor and Business Manager in weekly meetings on policy and related correctional matters.

To keep records and prepare reports.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices, methods and techniques of adult correctional and custodial work; a working knowledge of the methods and techniques involved in the operation of training or work rehabilitative programs; and other related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing, including or supplemented by courses in law enforcement, correctional administration, or other related fields of study.

Experience: Such as may have been gained through: employment in work of the kind and level as found in the duties for Correctional Officer in a state institution, or work in the application of principles and practices as found in the field of employee, labor or public relations.

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

Class Created: May 28, 1972

Editorial Review: 3/15/03