

VACANT POSITION

DEPARTMENT: CORRECTIONAL INSTITUTION

OBTAIN APPLICATION: <http://spaldingcounty.com/careers.php>

SUBMIT APPLICATION, PROOF OF EDUCATION, AND A COPY OF CORRECTIONAL OFFICER POST CERTIFICATION OR COMPASS/ASSET/ACCUPLACER TEST RESULTS TO:

employment@spaldingcounty.com or 119 E. Solomon St, Room 110

CLOSING DATE: Position will remain open until filled

Job Title: Corrections Counselor (Position #1504)
Salary: Pay Grade 18; Hiring Salary Range: \$42,520
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: Monday-Friday, 40 hours per week. Flexible Scheduling.

This position has been determined to be non-exempt under the provisions of the Fair Labor Standards Act.

MINIMUM TRAINING AND QUALIFICATIONS: Must possess a Bachelor's Degree in Criminal Justice or related field; must be a P.O.S.T. certified Correctional Officer or obtain certification within six months of employment; must have at least one (1) year experience counseling inmates and court procedures (or equivalent); or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position.

GENERAL STATEMENT OF JOB: Under close to general supervision, provides support and assistance to a large caseload of inmates which includes counseling regarding family problems, tentative release dates, pending charges, drug or alcohol abuse and educational goals. Reviews with inmates their expected tentative parole dates and provides adjustment support to inmates during incarceration. Serves as duty officer as required. Reports to the Chief Counselor.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machine, including typewriter, telephone, computer, printer, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary to active work. Must be able to lift and/or carry weights of twenty to forty pounds.

ESSENTIAL JOB FUNCTIONS

ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.

Reviews sentence time and tentative parole dates with inmates, providing adjustment support throughout the incarceration period.

Conducts interviews of all inmates, providing them with information on various programs available to them such as Narcotics Anonymous, Alcoholics Anonymous, GED programs, etc.; encourages involvement in programs where appropriate.

Conducts in-processing of new inmates; prepares processing paperwork; conducts incoming orientation with incoming inmates; explains correctional facility rules, regulations, policies, and procedures; answers questions from inmates; conducts initial interviews with inmates; verifies each inmate's security level and calculates next security review date.

Conducts security reviews of every assigned inmate on six-month basis.

Meets with every inmate on assigned caseload at least once a month per Department of Corrections' policies and procedures; documents each meeting in inmate files.

Reviews all disciplinary reports with inmates; attends disciplinary hearings as inmate advocate to ensure fair treatment and answer any questions.

Receives grievance complaints from inmates; reviews, investigates and makes recommendations to grievance coordinator concerning grievances.

Receives notifications of parole dates, parole set-offs, and residence plan requests; fills out required paperwork and returns to State Board of Pardons and Paroles.

Monitors AA, NA, GED, and Substance Abuse classes, providing necessary support, supplies, certificates and materials; meets with facilitators of each as needed.

Prepares initial inmate transfer paperwork as needed, sometimes necessitating calling Department of Corrections classification office, County Supervisor's office and/or other correctional facilities.

Coordinates activities with other counseling staff, security staff, and administrative staff; maintains open lines of communication regarding any potential inmate problems; acts to resolve any problems that arise.

Serves as Administrative Duty Officer on a rotating basis for the institution during non-regular works hours, holidays, and weekends as scheduled, checking all shifts at least one time, checking all scheduled visitation periods and checking isolation/segregation inmates seven (7) days a week.

Serves as alternate to Classification Committee in absence of Chief Counselor.

ADDITIONAL JOB FUNCTIONS

Performs other related duties as required.

May 4, 2021

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