

VACANT POSITION

DEPARTMENT: CORRECTIONAL INSTITUTION

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

SUBMIT APPLICATION, PROOF OF EDUCATION, DD214 (IF APPLICABLE), AND A COPY OF CORRECTIONAL OFFICER POST CERTIFICATION OR COMPASS/ASSET/ACCUPLACER TEST RESULTS TO:

employment@spaldingcounty.com or 119 E. Solomon St, HR Office

CLOSING DATE: September 9, 2024

Job Title: Chief Correctional Counselor (Position #1512)
Salary: Pay Grade PS25; Hiring Salary \$74,526.40 per year
Provisions of Personnel Ordinance for Promotion/Demotion/Transfer
Work Schedule: Monday – Friday, 8:00 am – 4:00 pm

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; must have at least one (1) year experience supervising correctional employees; must have at least two (2) years' 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. Must possess a valid Georgia Class C Driver's License.

GENERAL STATEMENT OF JOB: Under limited supervision, directs counseling services at a large size/complexity medium-security county correctional institution by supervising counseling staff and support personnel. (i.e. volunteers, educational instructor, etc.) Plans, develops, implements and administers appropriate services and counseling programs for offenders. Serves as alternate chairperson on the Classification Committee and as the grievance coordinator for the institution. Coordinates counseling functions with administrative and security supervisors. Reports to the Deputy Warden / Care and Treatment.

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of automated office machines, 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.

Supervises, directs, and evaluates assigned staff of corrections counselors, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals. Ensures that subordinates are aware of and follow all institutional policies and procedures. Holds regular meetings with counseling staff. Holds briefings with the counseling department as necessary to maintain communication. Monitors performance and provides feedback to staff on an on-going basis. Accurately completes performance reports for assigned staff within the established time frame. Consistently advises and provides guidance to subordinates in the completion of required forms and documentation. Monitors and approves employee use of leave time to ensure adequate staff coverage at all times. Serves on committee consisting of the Deputy Warden/Security, Deputy Warden/Care & Treatment, and Chief Counselor for the purpose of evaluation and selection of new employees for the counseling department.

Ensures compliance with all applicable laws, rules, regulations, standards, policies and procedures. Initiates any actions necessary to correct deviations or violations. Interprets, explains, and clarifies pertinent rules, regulations, policies, procedures, and plans for staff and/or inmates as needed. Ensures that necessary reports, documentation, files, and records are correctly completed and maintained by subordinates and/or processed in accordance with applicable policies, procedures, guidelines, and requirements.

Directs counseling programs, attends administrative staff meetings, and manages the counseling department. Regularly attends administrative meetings and provides appropriate input and suggestions regarding the institution's operations and programs. Demonstrates a thorough knowledge of, and adheres to, institutional policies and procedures. Interprets departmental and facility policies, procedures, regulations and directives to subordinates. Reviews and revises formats for counseling programs, as appropriate. Ensures subordinate staff receives appropriate orientation and training according to established guidelines. Assigns work based on staff abilities, workload and available resources. Identifies staff development needs and opportunities. Ensures that staff is aware of and understands the performance standards associated with their job. Consistently advises and provides guidance to counselors in the management of difficult cases. Observes and monitors each counselor's interaction with inmates and staff to ensure proper delivery of counseling services according to policies, procedures, and timeframes.

Oversees the planning, development and implementation of all counseling activities. Assists with development of local operating procedures and goals for the institutional counseling program. Reviews caseload distributions monthly to ensure appropriate counselor/inmate ratios; realigns caseloads as necessary. Ensures that counseling staff provides counseling, case management, and support services in accordance with program, departmental, and legal standards. Ensures that counseling sessions and inmates' performance progress are documented according to departmental and institutional guidelines, policies, and procedures. Ensures that counseling staff provides quality services through regular observations, discussions with offenders, discussions with counselors and reviews of case records. Prepares and submits team counseling reports of case management and treatment activities on a monthly basis. Ensures that all new inmates receive an in-depth orientation by a member of the counseling department as soon as possible after arrival at the facility. Ensures that appropriate counseling staff members serve as advocates for inmates in disciplinary and segregation hearings.

Facilitates scheduling of required classes for inmates. Provides Warden with a list of supplies or copies needed for mandatory classes inmates are required to complete while incarcerated. Ensures that proper control, inventory, and storage of supplies for mandatory classes, inmate workbooks, and educational materials are maintained in accordance with applicable policies and procedures.

Serves as member of institutional Classification Committee and member of duty officer rotation. Communicates with appropriate administrative and security staff to determine institutional needs for detail assignments. Takes part in Classification Committee hearings according to pre-determined schedules. Takes part in interviewing new inmates coming before Classification Committee to help determine appropriate detail placement. Reviews all classification reassignments and makes reassignment recommendations during Committee meetings. Reviews inmate security levels annually and all treatment plans developed by subordinates quarterly. Serves as Administrative Duty Officer, on a rotating basis, for the institution during non-regular work2w 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 grievance coordinator for the institution. Maintains log of all inmate grievances according to Department of Corrections and localized operating procedures. Ensures that inmates receive grievance forms when they request them. Ensures that all grievance procedures are conducted in accordance with departmental and facility operating procedures and within specified time frames. Ensures that grievances received from other institutions are processed according to policies and procedures. Submits a quarterly report on all grievances that have exceeded the authorized time frame to the Inmate Affairs section. Acts as the Warden's designee on Disciplinary Report Appeals and Grievances.

Maintains caseload of offenders who have behavioral deficits and/or adjustment problems. Contacts inmates on caseload at least once a month. Schedules and conducts counseling sessions with inmates as needed. Maintains case management documentation for assigned caseload.

Provides assistance and support to Warden, Deputy Wardens, and/or other staff as needed. Assists Warden in matters concerning inmates, calls from family members of inmates, complaints filed by inmates, and related issues. Meets with Deputy Warden/Care & Treatment monthly to communicate information, discuss/assess problems or progress made, and address other pertinent matters. Performs some of the vital job functions of Deputy Warden/Care & Treatment and Correction Counselors in their absence. Represents the institution at meetings,

training sessions, or as otherwise scheduled by the Department of Corrections. Serves as advocate during Disciplinary Report hearings. Performs duties of Correctional Officers as necessary.

ADDITIONAL DUTIES

Performs general tasks in support of the department as needed, which may include approving/disapproving questionable inmate mail, inmate telephone calls, or inmate visitors.

Performs other related duties as required.

August 26, 2024
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