

ASSISTANT CORRECTIONAL TREATMENT COORDINATOR I

NATURE AND VARIETY OF WORK

This is entry level para-professional correctional work in providing a variety of rehabilitative services to inmates/detainees within an institutionalized setting. Under close supervision, incumbents provide key assistance to higher level coordinators.

Upon satisfactory completion of a probationary period, entry level incumbents may be non-competitively promoted to the II full-performance level at management's discretion.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Assists higher level supervisor in providing rehabilitative services (i.e. counseling, treatment) to the inmate population.

Performs routine and less complex work assignments.

Assists in collecting information for special projects.

Maintains a community resource directory.

Assists in the investigation of complaints received from inmates, employees of the Department of Correction, and the general public.

Assists in the performance of background investigation of applicants to include NCIC checks, neighborhood checks, FBI, State and local criminal checks, motor vehicle checks, etc.

May be required to appear before administrative agencies or in court to present cases as assigned.

Conducts on-site location verifications for inmates in special programs.

Prepares research projects and compiles correctional center statistics.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's

class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Knowledge of elementary techniques for use in psychological, counseling or support services.

Ability to perform administrative tasks in assisting supervisor, inmates and other personnel.

Ability to understand and carry out oral and written instructions.

Ability to operate equipment unique to secured institutionalized facility.

Ability to deal courteously, tactfully, and effectively with others.

MINIMUM QUALIFICATIONS:

An Associate Arts Degree in the social science, Library Science, Physical Education, Theology or related area and or an equivalent combination of education and experience.

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