

ASSISTANT CORRECTIONAL TREATMENT COORDINATOR II

NATURE AND VARIETY OF WORK

This is full performance para-professional correctional work in providing a variety of rehabilitative services to inmates/detainees within an institutional setting. Incumbents provide key assistance to higher level Coordinators under general supervision. Work performance is reviewed through the effectiveness within which program activities are met.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs the full range of assigned duties and responsibilities in providing paraprofessional rehabilitative services to the inmate population.

Plans and administers diversified counseling, recreational, library, treatment, religious or other programs in support of inmates.

Seeks and adapts new approaches and techniques for use in counseling, treatment, recreational, library, or religious programs.

Prepares reports which identify and describes problems encountered.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

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:

Considerable knowledge of the theory and principles of institutionalized rehabilitative services.

Ability to independently plan and direct the activities of a small center or library in general policies and budgetary limitations.

Ability to discern the need for and to develop programs which meet the needs of persons having widely variant interest.

Ability to establish and maintain effective working relationships with persons, groups and agencies interested or involved in recreational library or religious services.

MINIMUM QUALIFICATIONS

An Associate Arts Degree in the social sciences, Library Science, Physical Education, Theology or related area and one (1) year of progressively responsible experience in a public or private agency preferably in one of the above areas; or an equivalent combination of education and experience.

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