

CORRECTIONAL TREATMENT COORDINATOR I

NATURE AND VARIETY OF WORK

This is entry level professional correction work whereby incumbents provide a variety of rehabilitative and remedial social services to inmates/detainees within an institutional setting. Incumbents perform routine and less complex work assignments in the program area to which assigned. Work is performed under close supervision of a higher level correctional treatment coordinator and reviewed through conferences, reports and observation of program effectiveness.

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

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs routine and less complex work assignments.

Participates in special and research studies and in training programs.

Works with all other Coordinators to establish and improve community programs and services.

Assists in preparing and submitting reports.

Conducts research and prepares reports, surveys, proposals, and forms for approval.

Assists in the planning of comprehensive projects designed to contribute to the overall welfare of inmates.

Develops employment opportunities in the community for inmates through contact with prospective employers.

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

Working knowledge of the principles of modern penology.

Working knowledge of the principles and practices appropriate to the area of assignment.

Ability to present ideas and recommendations effectively, either orally or in written form.

Ability to establish and maintain effective working relationships with inmates, County employees and the public.

Ability to administer first aid.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college with a Bachelor's Degree in Psychology, Criminology, Sociology, Public or Business Administration or other appropriate major field; or an equivalent combination of education and experience.

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