

CORRECTIONAL TREATMENT COORDINATOR II

NATURE AND VARIETY OF WORK:

This is full performance level professional work whereby incumbents perform the full range of assignments in a variety of rehabilitative and remedial social services to inmates/detainees within an institutional setting. Considerable latitude for the use of independent judgment and action is allowed in the performance of duties. Work is performed under the general supervision of a higher level correctional treatment coordinator and reviewed through conferences, review of completed work, and observation of performance.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Performs the full range of assigned duties and responsibilities.

Develops and conduct group counseling/treatment sessions for participating inmates.

Coordinates community resources for various treatment programs.

Determines and plans treatment programs for inmates.

Prepares and submits reports determined necessary for the Division Administrator.

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

Provides intensive counseling to participants as required.

Arranges employment for inmates who are about to be released.

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 principles of modern penology.

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

Considerable knowledge of interviewing and counseling techniques.

Ability to analyze materials and evaluate information.

Ability to communicate effectively both orally and in writing.

Ability to act quickly, calmly and effectively in emergency situations.

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. In addition the applicant should have had at least one (1) year of progressively responsible professional experience; or an equivalent combination of education and experience.

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