

CORRECTIONAL TREATMENT COORDINATOR III

NATURE AND VARIETY OF WORK

This is responsible senior/lead level professional work whereby incumbents provide a variety of rehabilitative and remedial social services to inmates/detainees within an institutional setting. Incumbents handle the most complex remedial or social service cases. Such positions work with a considerable degree of latitude for independent judgment, action and initiative when expediting designated functions. Work is performed under the general supervision of a higher level correctional treatment coordinator and reviewed through conferences, reports and completed materials submitted and through observation of the effectiveness with which objectives are met.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Formulates policies and procedures for correctional treatment programs.

Develops comprehensive counseling/treatment programs for the inmate populations.

Identifies the needs of inmates' families and makes referrals to other agencies who contact other departments for required services.

Participates in special and research studies and in training program.

Conducts counseling of inmates for complex adjustment problems.

Interests prospective employees through visits and correspondence, in the hiring of Work Release inmates.

May lead a subordinate staff of correctional treatment coordinators.

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.

Considerable knowledge of the theory and principles of institutional administration.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of Federal, State and County laws as they apply to custody, control and corrective policies and procedures.

Ability to direct, plan, organize and coordinate all corrective and rehabilitative services and to resolve difficult and complex administrative problems.

Ability to apply effective human relations techniques in dealing with all persons.

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, plus two (2) years of progressively responsible professional experience in a correctional facility; or an equivalent combination of education and experience.

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