

## Correctional Treatment Coordinator IV

### NATURE AND VARIETY OF WORK

This is highly responsible professional and supervisory work which involves the administration of one of the units whereby incumbent provides a variety of rehabilitation and remedial social services to inmates/detainees within an institutionalized setting. Class incumbents supervise a subordinate staff comprised of professional, para-professional, and clerical positions in divisional activities. Work is performed under the general supervision of a Correctional Administrator. Work performance is evaluated based upon program effectiveness and the quality of services rendered.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Under the supervision of the Division Administrator, assumes responsibility for operation of the respective section.

Recommends to the Administrator changes in policy and procedures as they concern the respective section.

Supervises diagnostic and treatment services.

Interprets intelligence, personality projective, achievement and vocational aptitude tests and prepares reports on such tests for use in diagnosis and treatment.

Ensures that psychological evaluations are performed for clients exhibiting bizarre or acting out behavior.

Formulates and revises policies and procedures governing the administration of the respective branch and evaluates for effectiveness.

Plans and directs comprehensive projects designed to contribute to the overall welfare of inmates/detainees.

Maintains liaison and investigates inquiries of Judges, Attorneys, Community agencies, other criminal justice professionals, departmental authorities or residents as they pertain to respective unit.

Provides training to subordinates, evaluates performance in accordance with professional standards.

Attends meetings and acts as liaison between Administrator and subordinate workers.

Coordinates the administration of services with appropriate security personnel.

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

Thorough knowledge of the principles of modern penology, especially in the areas of institutional security and discipline, behavior patterns and attitudes of individuals or groups of persons in custody, the social factors which result in institutionalization and methods employed in offender rehabilitation.

Thorough knowledge of effective principles and techniques related to rehabilitation in compliance with County, State and Federal rules and regulations.

Thorough knowledge of modern psychological test and evaluation techniques and procedures.

Ability to apply modern correctional institutional management principles and techniques to such administrative responsibilities as the formulation of procedures, organization of personnel and services, establishment of training programs, supervision of staff, and preparation of the budget.

Ability to promote community interest in the Branch's correctional programs through speaking engagements.

Ability to make clear and pertinent statements orally and in writing and prepare both comprehensive and summarize reports.

Ability to supervise subordinate level staff.

#### MINIMUM QUALIFICATIONS

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Bachelor's Degree in Psychology, Corrections, Criminology, Sociology, Public or Business Administration, or related field, plus three (3) years of administrative and managerial experience in a correctional facility with one (1) year in a lead/supervisory capacity; or an equivalent combination of education and experience.

#### SPECIAL QUALIFICATIONS

Applicants for positions involved in the administration and management of psychological services must be certified as a psychologist by the Maryland State Board of Examiners of Psychologists.

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