

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
CORRECTIONAL COUNSELOR

DEFINITION

Provides individual and group guidance and related counseling services to institutionalized residents in a correctional facility in the areas of social, behavioral, educational, vocational and related program planning; participates in the development and implementation of specific plans and goals for rehabilitation and gradual reintegration into the community; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Interviews newly admitted residents, obtains and reviews all pertinent records and reports including probationary reports, criminal records and information concerning family, education, employment, health and other personal matters; assesses personal individual needs, capacities, educational level, family circumstances, behavioral problems and aspirations.

Maintains caseloads of residents, some with unusual or severe personal, vocational or behavioral problems; conducts extensive evaluations of individual's progress and adjustment toward personal problems, family, work and correctional environment; provides counseling and guidance services requiring close and prolonged observation and adaptation of advanced counseling techniques.

Corresponds and visits with past and prospective employers, lawyers, friends and/or relatives to obtain information which is utilized in planning and implementing specific goals and objectives.

Consults with other professional staff members in structuring rehabilitative services and activities for individuals with strong counseling and guidance needs; develops treatment plans that require special emphasis and change to increase the possibility of reaching a desired level of adjustment and orientation.

Participates in disciplinary, classification, and pre-parole classification committee meetings involving assigned residents; reviews misconduct reports and determines in conjunction with review committee the extent of punishment, such as reprimand, isolation or segregation; as a member of committee recommends individuals for release based on behavior, attitude and related factors; insures that all institutional policies in regard to committee functions are followed relative to individual rights, appeals, notification of hearings and explanations relative to committee findings.

Conducts primary treatment for substance addiction from intake and assessment through discharge planning.

Participates in the training and development of undergraduate and graduate students from Schools of Social Work in assigned program areas.

COMPETENCIES REQUIRED

Knowledge of general sociological and psychological factors affecting human behavior.

Knowledge of interviewing techniques and procedures.

Knowledge of guidance and counseling principles and practices.

Knowledge of the standard sources of occupational information such as the Dictionary of Occupational Titles and Occupational Outlook Handbook.

Ability to prepare comprehensive evaluations and to develop recommendations for placement within established correctional programs.

Ability to relate and integrate counseling and guidance program aspects with those of other professional disciplines.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest and unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Makes an effort to follow policy and cooperate with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Experience equal to four years of full-time work providing individual and group guidance and related counseling services in the areas of social, behavioral, educational, vocational and related program planning;

OR

an equivalent combination of experience and education substituting thirty semester (or the equivalent) hours of post high school coursework for each year of the required work experience to a maximum substitution of four years.

NECESSARY SPECIAL REQUIREMENTS

Designated positions in this job class require applicants to obtain the required Commercial Drivers License within a period of time as determined by the appointing authority at the time of hire.

Effective Date: 10/14 K/F