

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE
CORRECTIONAL TREATMENT DIRECTOR

DEFINITION

Performs advanced administrative and professional level work in directing the treatment/rehabilitation program in an adult correctional institution; 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

Supervises and evaluates the work of subordinates; recommends personnel actions related to selection, disciplinary procedures, performance, leaves, grievances, work schedules and assignments; administers personnel policies and procedures.

Directs the activities of the vocational/educational training departments, recreational services, clinical services, religious services and mailroom.

Plans, directs and evaluates all treatment programs and prepares necessary budget requests; conducts periodic program reviews, recommends changes and initiates new programs; attempts to integrate treatment program into overall institutional program.

Acts as the chairperson of classification, pre-parole, adjustment and work release committees.

Compiles data, writes and reviews reports and maintains various administrative records as necessary.

Attends staff conferences and professional seminars.

COMPETENCIES REQUIRED

Knowledge and understanding of the requirements of a treatment and rehabilitation program in a correctional institution.

Knowledge of administrative and supervisory skills and their application.

Knowledge of rehabilitation principles and current literature in the treatment area as it applies to a correctional setting.

Ability to plan, direct and coordinate the activities of a group of treatment units.

Ability to relate and integrate the professional aspects of the treatment function with those of the security and other disciplines.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or 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. Follows policy and cooperates 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

Graduation from an accredited four-year college or university and experience equal to three-years' full-time guidance and counseling work in juvenile or adult community/institutional corrections or a jail security program and two-years' supervisory or administrative experience;

OR

one-year of guidance and counseling experience in a juvenile or adult community/institutional corrections or jail security program beyond that required, may be substituted for each one-year of the required education;

OR

a Master's degree in guidance and counseling may be substituted for two-years of the required guidance and counseling work experience;

OR

employees with current continuous experience in the state executive branch that includes the equivalent of twelve months' full-time experience as Treatment Services Director or Correctional Treatment Manager.

SPECIAL REQUIREMENTS

May require satisfactory completion of the following:

- psychological tests;
- a background investigation check;
- health screen administered by an institutional physician;
- a urinalysis screen for drugs.

Effective Date: 06/08 SH