

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Correctional Treatment Manager

Definition

Performs administrative and professional level work in assisting the program director in managing a treatment and rehabilitation program in an adult correctional institution; performs related work as required.

The work examples and competencies listed below 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.

Manages or assists in the management of various treatment program areas (i.e., medical, counseling, activities, education, religious, and psychology) for incarcerated individuals.

Presides over or participates in treatment team meetings, develops or assists in the development of treatment program goals and objectives, implements established goals and objectives, and monitors compliance.

Prepares or assists in the preparation of treatment program budget, monitors program expenditures for compliance with budget allocation, and recommends approval/disapproval of unusual or excessive expenditure requests.

Acts as a chairperson of institutional program review committees (i.e., classification, transfer, work release, and pre-parole) in order to determine incarcerated individuals' work assignments, housing units, security ratings, transfers, and recommendations for parole or work release.

Acts as a chairperson or serves as a member of the institutional adjustment/disciplinary committee in order to decide upon the appropriate disciplinary measures for incarcerated individuals who violate institutional rules of conduct.

Arranges for and coordinates psychiatric and psychological referral requests between the institution and the appropriate facility.

In the absence of the treatment director, institutional warden, or deputy warden, assumes responsibility for the entire treatment program or institution.

Competencies Required

Knowledge:

- Psychology – Human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

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- Public Safety and Security – Relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
 - Law and Government – Laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
 - English Language – The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
 - Administration and Management – Business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
 - Personnel and Human Resources – Principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
 - Therapy and Counseling – Principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance.
 - Sociology and Anthropology – Group behavior and dynamics, societal trends and influences, human migrations, ethnicity, cultures, and their history and origins.

Abilities:

- Problem Sensitivity – Tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – Communicate information and ideas in speaking so others will understand.
- Inductive Reasoning – Combine pieces of information to form general rules or conclusions.
- Law and Government – Understand and adhere to applicable laws, legal codes, administrative rules, and regulations.
- Written Expression – Communicate information and ideas in writing so others will understand.
- Speech Clarity – Speak clearly so others can understand.
- Speech Recognition – Identify and understand the speech of another person.
- Deductive Reasoning – Apply general rules to specific problems to produce answers that make sense.

Skills:

- Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Speaking – Talking to others to convey information effectively.

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Coordination – Adjusting actions in relation to others' actions.
- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Management of Personnel Resources – Motivating, developing, and directing people as they work, identifying the best people for the job.
- Writing – Communicating effectively in writing as appropriate for the needs of the audience.
- Negotiation – Bringing others together and trying to reconcile differences.
- Judgment and Decision Making – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Complex Problem Solving – Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from an accredited four-year college or university, and experience equal to four years of full-time guidance and counseling work in juvenile or adult community/institutional corrections or jail security program.
- 2) All of the following (a, b, and c):
 - a. Two years of full-time guidance and counseling work in juvenile or adult community/institutional corrections or jail security program; and
 - b. A total of two years of education and/or full-time experience (as described in number one), where twenty-four semester hours of accredited graduate-level college or university course work in social or behavioral science equals one year of full-time experience.
 - c. A total of four years of education and/or full-time experience (as described in number one), where thirty semester hours of accredited college or university course work in any field equals one year of full-time experience.
- 3) Current, continuous experience in the state executive branch that includes thirty months of full-time work as a Correctional Counselor.

Notes

Some positions in this class may require an applicant to have the ability to pass a background investigation.

Effective date: 10/19 KF