

CORRECTIONS SECURITY CASEWORKER CAREER

KIND OF WORK

Advanced professional correctional security casework in an adult maximum security facility.

NATURE AND PURPOSE

Under administrative direction, evaluates, supervises, and counsels adult offenders so that correctional/rehabilitative program effectiveness and facility security are maintained and inmates receive help with personal and facility related problems; performs related work as required.

This class is distinguished from other corrections classes on the basis of its role in performing casework in an adult maximum security facility with offenders who have severe emotional disturbances and/or who have committed serious/unique offenses.

This class is distinguished from the Corrections Security Caseworker class on the basis of greater freedom to act in meeting normal casework responsibilities and the additional responsibilities of assisting in the training of other caseworkers, acting as a leadworker, and providing services to the most difficult and complex cases.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises inmates of an adult maximum security facility in order to maintain facility security.

Counsels inmates regarding living conditions, employment assignments, and family and personal problems in order to assist inmates in their efforts toward rehabilitation.

Interviews inmates in order to gather information needed to prepare admission summaries, progress reports, and custody recommendations.

Writes progress reports and evaluations for the facility, the department, the executive office adult release, and the courts so that those bodies have the information they need to make appropriate decisions concerning custody and placement of offenders.

Communicates orally and in writing with the judiciary, law enforcement officials, and social agencies in order to gather and dispense information about inmates' needs, problems, and circumstances.

Writes classification material so that inmates' cases receive timely reviews by the executive office adult release which makes decisions on the cases.

Makes oral and written recommendations on parole, custody, transfer, and temporary parole so that proper authorities can make appropriate decisions.

Write evaluations of inmates so that the caseworker's point of view can be communicated to the proper authorities.

Trains less-experienced caseworkers so that their knowledge and abilities to perform the job duties are enhanced.

Acts as the leadworker for less-experienced caseworkers so that they receive appropriate work direction and assistance in performing job duties.

Attends caseworker and institutional meetings so that the incumbent is knowledgeable about policies affecting caseload decisions and caseload management.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Adult maximum security correctional facility policies sufficient to interpret and enforce those policies within the facility.

Security procedures in an adult maximum security facility sufficient to carry out responsibilities to maintain the security of the facility.

Social casework and group work principles and practices as they apply to the rehabilitation of inmates in an adult security institution sufficient to assist inmates in dealing with their needs/problems.

Special problems encountered in working with adult offenders sufficient to propose realistic and effective solutions to those problems.

Interviewing techniques sufficient to obtain information from inmates which is needed to appraise inmates' needs and problems.

Counseling and guidance techniques sufficient to counsel inmates about personal and family problems and circumstances within the facility.

Correctional theory and practice sufficient to use that knowledge as guidelines for structuring appropriate interactions with inmates.

Skill in oral and written communication sufficient to prepare and present evaluations, progress reports and recommendations concerning inmates to the proper authorities.

Human relations sufficient to counsel, motivate, and assist inmates in working on their individual needs/problems.

Ability to:

Act or recommend objectively on matters of emotional impact on inmates.

Set up and conduct meetings.

Coordinate actions with departments, agencies, and individuals of differing viewpoints.

Perform casework at a sophisticated level and relate his/her casework activity to the competing values and objectives of other disciplines within the correctional institution.

Evaluate and interpret case material and formulate plans for addressing inmates' needs/problems.

Make complete social history investigations and analyze the results.

Use community resources for potential parole plans and rehabilitation programs.

Manage difficult individual cases as well as a large caseload.

Develop rehabilitation plans within the rules and security regulations of adult maximum security facilities.

Establish and maintain positive public relations with the community at large.

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Former Title(s): Correctional Security
Caseworker, Career