

**SEPTA Correctional Facility
JOB DESCRIPTION**

Classification: **Primary Counselor**

Division/Department: Program

Reporting Relationship: Program Manager

Location of Job: SEPTA Correctional Facility
7 W. Twenty - Nine Drive
Nelsonville, OH 45764

Normal Work Schedule: 2:00pm to 10pm Tuesday through Saturday

Minimum Qualifications:

Bachelor's degree in social work, psychology, or closely related field. At least one (1) year of successful work experience in mental health, substance abuse, corrections, or related field within the past five years. License in good standing, preferred, from the Ohio (or reciprocal state) Counselor and Social Worker Board, Ohio Department of Alcohol & Drug Addiction Services, or related credentialing board. Must have valid driver's license and a good driving record

Specialized Skills and Knowledge:

Has working knowledge and experience with individual and group counseling and case management of correctional populations including knowledge of relevant correctional counseling theories, assessment tools, specific levels of correctional supervision, referral systems, and service delivery models of such.

SUMMARY OF JOB DUTIES AND FUNCTIONS

ESSENTIAL FUNCTIONS:

- 1) Will be physically able to perform manual labor tasks such as lifting and carrying boxes of office supplies, resident files, etc. Able to lift a minimum of fifteen (15) pounds without difficulty.
- 2) Will be able to sit for extended periods of time (at least one hour) without difficulty or interruption.
- 3) Will be able to frequently and effectively use the telephone in daily contacts with courts, probation offices, resident families, referral sources, and outside agencies.

- 4) Will be able to be adept at time management and task scheduling to balance case management tasks while assuring significant individual counseling time each week to all residents assigned to caseload.
- 5) Will be able to physically and verbally intervene in resident altercations, if required.
- 6) Will be able to effectively verbally intervene and de-escalate residents in emotional crisis and acting out episodes. Will be able to mediate between and among residents and staff during times of conflict.
- 7) Will be able to operate PC based computer software in processes of documenting client contact, monthly reporting requirements, interoffice e-mail, resident case file maintenance, statistical reporting, and correspondence within and outside of the facility.
- 8) Will be able to read and interpret resident assessment instruments under supervision of qualified supervision provider.
- 9) Will be able to perform arithmetic as required in maintaining statistical reports, resident budgeting, resident financial transactions, and monitoring performance measures.
- 10) Will be able to perform short term, goal directed individual counseling to each client assigned to caseload on a weekly basis using facility accepted intervention and therapeutic techniques.
- 11) Will establish and maintain appropriate, and therapeutic, physical and psychological boundaries with clients.

MARGINAL FUNCTIONS:

Must be able to understand and demonstrate the need to be flexible in an agency with a small staff. Will need, from time to time, to respond to the facility outside of the normal work schedule and to be assigned to projects and duties outside of the normal.

STANDARDS OF PERFORMANCE:

You will meet the standards of performance when-

Quantity/Quality/Timeliness

You adjust your daily schedule of individual sessions, groups, meetings, and projects to assure productive use of your time.

You check with the Primary Counseling Coordinator for additional duties if your workload is light.

You perform in a manner that conforms to all the Facility's Policies and Procedures and Personnel Policy Manual.

You complete all individual sessions, groups, meetings and projects in a timely manner.

You document all individual sessions, groups, incidents, and projects daily as outlined in the facility's policies and procedures.

You complete all forms, reports and documents as requested and as outlined in facility's policy and procedures manual.

You report to work on time as scheduled.

Team Effort/Cooperation

You work in a collaborative, effective and supportive nature within the facility's Treatment Team and Primary Counseling Department.

You demonstrate a cooperative attitude with regard to meeting work demands.

You share job responsibilities of others and make an effort to work with co-workers.

You demonstrate a cooperative attitude with regard to helping other units of the facility.

You volunteer for special projects; seek to assist other units when your workload allows.

Job Knowledge

You demonstrate the application of the knowledge of

human development and behavior and social, economic, and cultural systems in directly assisting individuals, families, and groups.

theories and techniques specific to correctional counseling.

community and institutional correctional systems to client requests, interventions, and referrals.

judicial and institutional community monitoring mechanisms of adult offenders.

social service referral systems to client requests, interventions, and referrals.

Ohio's Community Based Correctional Facility (CBCF) system.

You seek opportunities to increase your professional development and participate in training activities which increase your job knowledge.

Problem Solving/Decision Making

You demonstrate the ability to:

solve problems and make decisions based on an understanding of the importance of laws, codes, facility operations, policies and procedures, and personnel policies.

deal with residents in a positive manner, using good judgment regarding the enforcement of facility regulations while minimizing residents' complaints about you.

make accurate and timely decisions during standard, crises, confrontational, and high stress situations.

effectively implement intervention roles of broker, advocate, teacher, and mediator with clients.

Communication

You maintain all information gained at the facility and in the course of work in a confidential manner as outlined in the facility's policy and procedures manual and personnel manual.

You secure written releases of information and client consents prior to dealing with collateral information sources, media, and referral systems.

You gain clearance from immediate supervisor and/or administrative staff prior to contact with media, courts, attorneys, judicial entities, etc.

You maintain all written work in a professional, timely, and accurate manner.

You convey all verbal communication in a clear, concise, and professional manner.

Planning/Scheduling

You demonstrate ability to manage multiple requests for assistance in a manner that reflects your commitment to the goals of the program.

You adjust your daily schedule of individual sessions, groups, meetings, and projects to assure efficient and productive use of your time.