

**DESCRIPTION:** Under general supervision of the Correctional Counselor Supervisor, manages and coordinates all newly admitted inmates' case study developmental data at the Diagnostic and Evaluation Center. Coordinates and administers testing instruments related to the inmates' personality, intelligence, academic, and vocational skills. Conducts clinical interviews for the purpose of identifying personality, behavioral, and intelligence deficiencies and strengths. Participates in the process of data collection and evaluation for research and/or referral to criminal justice, law enforcement, and social services agencies. Performs the task as the primary author and research analyst in the composition of the inmate classification studies. Recommends treatment programs. Performs related work as required.

**EXAMPLES OF WORK:** (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Recommends personalized treatment plans and programs for the inmate including referral to the mental health staff, chemical treatment, vocational and academic programming, or special needs referrals.

Responsible for developing positive rapport with inmates assigned to their institutional case load and conducts the basic orientation of new inmates.

Develops a classification document including information related to the inmate's personal, social, criminal, medical, educational and psychological history.

Provide crisis intervention counseling and other types of counseling as needed.

Participates in administrative detention and disciplinary committee hearings to evaluate the specific charges and facts and recommends appropriate action.

Assists in the inmate grievance procedure. Investigates the nature of the problem to arrive at a satisfactory solution. As required, assistance will be provided to the inmate in filing a formal grievance.

Participates in staff and committee meetings, and makes recommendations for any suggested changes in inmate programming.

Administers/coordinates medical, psychological, sociological, and educational diagnostic assessment of inmates. Utilizes results in the development of the classification document.

Maintains all health, safety, sanitation and security standards in accordance with the rules and regulations of the Department of Correctional Services.

Maintains confidentiality within the guidelines provided by the Department of Correctional Services.

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:** (These are needed to perform the work assigned.)

Knowledge of: counseling techniques and procedures; diagnostic assessment instruments and techniques of application; diagnostic process in administering psychology testing instruments; conducting clinical interviews, performing evaluation of testing results and subjects; conducting limited counseling and therapeutic program activities.

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Ability to: communicate effectively; exercise maturity, objectivity, and sound judgment; communicate with individuals from a diverse environmental and cultural background; exercise maturity and objectivity in collection and evaluation of data related to problem solving and decision making process.

**MINIMUM QUALIFICATIONS:** (Applicants will be screened for possession of these qualifications. Applicants who need assistance in the selection process should request this in advance.)

Bachelor's degree in behavioral sciences, human services or related field and two years of corrections custody or unit management experience. Experience may substitute for education on a year for year basis.

**SPECIAL NOTES:**

Successful applicants will be required to pass a thorough background check, medical exam and drug test. Persons hired will be required to successfully complete a fully paid six week training program.

Employees in this class are subject to random drug testing.

State agencies are responsible to evaluate each of their positions to determine the individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).