

**DESCRIPTION:** Under general supervision, observes, monitors, and coordinates inmate activities, including unit sanitation, clothing exchange, food service, medical distribution, mail distribution, and room and unit inspections; performs related work as required.

**DISTINGUISHING CHARACTERISTICS:** (Positions will be assigned to this class based on scope and level of work.)

This is the first level in a series of four classes (Unit Caseworker, Unit Case Manager, Unit Manager and Unit Administrator). This class is supervised by and assists the Unit Case Manager (2<sup>nd</sup> level) in guiding, observing, and documenting inmate/offender behavior for the purpose of establishing/following rehabilitation/treatment plans and discipline. The Unit Caseworker is assigned to a single housing unit on one shift while the Unit Case Manager is responsible for all shifts on a single housing unit. The Unit Case Manager, Unit Manager and Unit Administrator classes all have supervisory responsibilities over subordinate staff while this position does not.

**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.)

Schedules, distributes/balances, and guides the work assignments of inmates/offenders in accordance with work flow/assignment requirements, to complete work in a timely fashion.

Monitors and reports on work performance of assigned inmates/offenders, to determine overall conformity with established timetables and quality standards and to document and communicate performance and training needs.

Trains inmates/offenders in specific task and job practices of sanitation to improve and maintain their performance levels.

Inspects unit and living areas to ensure required safety and sanitation standards are met.

Reports observations and information to assist in the development of personalized treatment programs.

Writes reports on inspections, inmate/offender grievances, disciplinary actions, and inmate/offender performance to document activities, to have a permanent record, and to provide management with information.

Observes inmates/offenders in the housing unit area to detect abnormalities, problems, or unrest and to initiate corrective actions.

Instructs inmates/offenders on the rules and regulations of the unit and expected behavior, in order to orientate new inmates/offenders to the prison environment and to develop a constructive rapport with them.

Researches inmates'/offenders' backgrounds to establish a treatment file and to provide information for proper classification.

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Counsels inmates/offenders, including crisis intervention, to assist them in adapting to the prison environment; solving problems; filing grievances; and planning for treatment changes, furloughs, and parole.

Directs compliance with all administrative regulations, operational memorandums, post orders, State statutes, and agency policies and procedures to maintain prison order and effective prison operation.

Evaluates specific charges and facts and recommends appropriate corrective action by participating in disciplinary hearings to properly discipline inmates/offenders for noncompliance with established policies, procedures, rules, and regulations.

Recommends changes in inmate/offender programming by participating on committees, disciplinary hearings, and unit staff team meetings to better recommend programming that would be beneficial for the inmate/offender and contribute to the security of the facility.

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

Knowledge of: organizational structure; administrative regulations; operational memorandums; unit policies and procedures; counseling techniques and procedures; programs and opportunities open to inmates; caseload management.

Ability to: communicate effectively with inmates/offenders, staff, and the public; exercise leadership and sound judgment; operate within established guidelines; plan, assign, and monitor the work of others; effectively counsel inmates/offenders; write reports and make recommendations; observe inmates/offenders and detect problems or unrest; understand and apply instructions.

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

Associate's degree in criminal justice, behavioral science, human services or related field OR two years of experience working with persons referred through the legal system.

Must be at least 18 years of age. No felony or domestic abuse related convictions.

**SPECIAL NOTES:**

Successful applicants are required to undergo a Minimum Physical Standards screening, thorough background check, medical exam and drug test. Upon hire, will be required to successfully complete a six-week pre-service training program.

Employees in this class are subject to random drug testing.

Some positions may require a valid driver's license to occasionally transport inmates.

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