

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CLINICAL SERVICES SUPERVISOR

POSITION CODE: 08260
Effective: 12-01-09

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, administers and directs a comprehensive counseling and guidance program within a correctional facility or a juvenile justice center; supervises a multidisciplinary professional staff that provides continuing services to residents or students; interprets and evaluates case history reports from the reception and classification unit; performs independent research on new treatment methods and techniques; implements and establishes counseling and guidance policies and procedures for the facility/center; promotes mutual coordination between the counseling staff and other correctional or juvenile justice facility staff.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises a professional staff involved with counseling and guidance of all residents of a correctional institution. Serves as full line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves time off; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.
2. Promotes internal coordination and communication with the various disciplines of Program Services and the needs of the residents or youths with the available institutional resources; conducts periodic staff meetings in order to stimulate professional intercommunication; informs the multidisciplinary professional staff on new theories and techniques of correctional or rehabilitative treatment.
3. Ensures the inmate grievance and discipline process is adhered to in accordance with departmental rules and directives; acts as Employee Review Board Hearing Officer, or in other cases, acts as management representative at Employee Review Board hearings; implements policies and procedures regarding program area.
4. Supervises reception process regarding casework matters, mental health policy and State law; coordinates areas of clinical services and treatment services to provide a consistent and high level of program services to youth assigned to the facility; reviews court documents, individual youth programs and other similar information to be submitted to the court system, social service agencies and other correctional or juvenile facilities.
5. Trains and coordinates a professional staff of individuals trained in the human services field; assists staff members with the more difficult cases.
6. Researches counseling and guidance studies and determines their qualitative and quantitative significances; evaluates the counseling and guidance program and implements innovational policies and procedures.

CLINICAL SERVICES SUPERVISOR (Continued)

7. Communicates frequently with external sources (e.g., resident's or youth's relatives, community agencies, parole personnel, civil organizations, etc.).
8. Writes detailed reports, including evaluations of personality and recommendations for rehabilitation; reviews selected classification reports.
9. Within a Juvenile Justice facility, serves as a Duty Administrative Officer; when assigned, shall be on-grounds each day during week-ends and holidays; returns to the facility immediately upon notification
10. Conducts periodic staff meetings in order to stimulate professional intercommunication; informs the multidisciplinary professional staff on new theories and techniques of correctional or rehabilitative treatment.
11. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires education and experience equivalent to a master's degree in the behavioral or social sciences.

Requires three years of progressively responsible professional experience in corrections, juvenile rehabilitation, behavioral, social sciences or a related field.

Knowledges, Skills and Abilities

Requires thorough knowledge of the techniques utilized in managing a counseling and guidance program.

Requires thorough knowledge of counseling and guidance principles and techniques.

Requires thorough knowledge of factors relating to behavior problems and the methods of treating behavioral problems.

Requires thorough knowledge of departmental rules, regulations, policies and procedures.

Requires extensive knowledge of related disciplines and their application to criminal behavior.

Requires ability to supervise and coordinate a professional staff of individuals trained in the human services field.

Requires ability to instruct and train a staff in the proper procedures of implementing an effective reintegration program.

Requires ability to analyze history and progress reports and make professional guidance recommendations.

Requires ability to communicate effectively both orally and in writing.

Requires ability to establish and maintain satisfactory working relationships with residents, representatives of civic, law enforcement and community agencies, institution staff and subordinate staff.