

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONAL CASEWORK SUPERVISOR

POSITION CODE: 09655

Effective: 12-1-

02

DISTINGUISHING FEATURES OF WORK:

Under general direction, directs the case management system; supervises the delivery of counseling services as well as in-service training of casework team; establishes a formal methodology of case reporting monitoring and follow-up.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Directs the delivery of counseling services, systematically providing caseload control and assignment of a counselor to every resident within the center; provides for program planning between resident and counselor.
2. Supervises the development and monitoring of program agreements between the resident and counselor setting forth specific behavioral objectives to be achieved by the resident in a specific timeframe; evaluates progress and involvement of counselors in caseload.
3. Directs the center's furlough program and work release referrals; serves as liaison for clinical services and coordinates all inter and intra-agency correspondence.
4. Supervises the preparation of case reports, progress reports and program planning summaries for the institutional assignment committee; coordinates with the institutional filing system consisting of master records and general files.
5. Directs the preparation and compilation of psychological and psychiatric referrals; recommends counseling services for those residents with psychological or psychiatric problems.
6. Directs in-service training programs for clinical services staff; directs and coordinates the orientation program for newly hired clinical services staff.

7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

CORRECTIONAL CASEWORK SUPERVISOR (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college supplemented by a master's degree in behavioral or social sciences.

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

Knowledges, Skills and Abilities

Requires thorough knowledge of counseling and guidance principles and techniques.

Requires thorough knowledge of the principles and practices of criminology, corrections or casework.

Requires thorough knowledge of the folkways and mores of nationality, racial or social groups.

Requires extensive knowledge of the principles and practices of sociological and psychological services.

Requires ability to supervise and instruct staff members.

Requires ability to design and direct behavioral research projects.

Requires ability to systematically compile and analyze human behavioral data.

Requires ability to communicate effectively both orally and in writing.

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

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.