

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONAL COUNSELOR I

POSITION CODE: 09661

Effective: 4-01-90

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, performs beginning level professional duties: (a) assists in providing counseling and guidance services to residents of a correctional facility; provides individual and group counseling and guidance of residents exhibiting personal problems or difficulty in adjustment and growth in the areas of social, emotional, education, vocational, and health planning; (b) counsels and guides individuals on pre-parole, pre-release, conditional release or work release for reintegration into the community and for readjustment to work in family settings; receives on-the-job training from supervisory or higher level counselors in an institutional or community facility.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Under direct or functional supervision from higher-level counselors, assists newly admitted residents to counseling and guidance in initial orientation and adjustment to the facility.
2. For the treatment staff review, assists in preparing or prepares routine placement plan (Program Consideration Report - P.C.R.) based on an evaluation of the individual and records; makes recommendations to staff for placement of individuals in employment or into academic and/or vocational training programs.
3. Participates in reviewing treatment plans to determine the phases that may require special emphasis or change in order to increase the possibility of reaching a desired level of adjustment and rehabilitation, and the orientation in the individual leading to reintegration into society.
4. Conducts routine evaluations of individuals' progress and adjustment toward personal problems, family, work and facility setting; provides counseling and guidance services requiring close and prolonged observation and adaptation or usage of revised counseling techniques; participates in crises intervention to resolve immediate or urgent resident problems; reviews and decides daily residents requests, makes recommendations.
5. Prepares continuing evaluation reports (Supplemental Program Consideration Report - SPCR) of residents' overall progress and adjustment to correctional programs; assists residents in developing insights relative to personal problems and their resolutions.

CORRECTIONAL COUNSELOR I (Continued)

6. Consults other professional staff members in structuring rehabilitative activities for individuals with particularly strong needs; utilizes social case study reports, psychometric measurements, psychological interpretations and psychiatrists' appraisals and recommendations in counseling and treatment; conducts interviews to assist in preparation of residents' appropriate placement program.
7. Participates in the preparation of plans for improving the facility's counseling and guidance services; serves on program team, adjustment committee, assignment committee, and/or grievance committee; prepares and monitors program agreements with each resident.
8. Prepares reports of caseloads and prepares follow-up reports for periodic review by other professional and administrative staff, i.e., parole reports, log records.
9. Maintains a wide variety of personal contacts with families, parents, courts, parole agents and other governmental and community agencies and organizations.
10. Administers individual and group standardized intelligence tests, academic achievement tests, interest inventories, vocational aptitude tests and objective psychometric tests; refers individuals for other professional treatment services provided by the facility.
11. Performs routine, beginning level work in the area of academic (career) counseling or job development, job placement and work supervision of residents in the community reintegration setting; contacts employers after placement to determine the effectiveness of the placement and the quality of the individual.
12. Receives formal and on-the-job training for increased responsibilities and job proficiency.
13. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

CORRECTIONAL COUNSELOR I (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

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

Qualifying state employees in the employee Upward Mobility Program, may complete combinations of specific proficiency tests and training programs leading to a certificate of proficiency in lieu of the stated requirements for this profession.

Requires written and spoken knowledge of the English language and may require ability to speak and write a foreign language, such as Spanish, at the colloquial skill level in order to communicate with non-English speaking persons.

Knowledges, Skills and Abilities

Requires elementary knowledge of counseling and guidance principles and techniques.

Requires elementary knowledge of theories of personality and deviant behavior, delinquency, criminology and corrections.

Requires elementary knowledge of stratification, sociology of the family, racial and cultural minorities, urban sociology and social problems.

Requires elementary knowledge of research techniques and the writing of professional reports.

Requires ability to integrate the education, vocational training, recreational, religious experience, work details and other correctional programs in a total development treatment program for the individual.

Requires ability to prepare evaluations and to develop recommendations for placement within correctional programs and for parole placement and supervision.

Requires ability to develop adaptation of standard guidance in counseling techniques to treatment cases.

Requires ability to relate and integrate professional aspects of counseling and guidance with those of other disciplines.

Requires ability to apply a high degree of tact, patience, empathy and insight in the skillful counseling of residents, families, parents and relatives.

Requires ability to communicate effectively both orally and in writing.

Requires ability to administer objective psychometric tests.

Requires ability to establish and maintain satisfactory working relationships with parents and families, other professional disciplines and members of other governmental community organizations.