

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CORRECTIONAL COUNSELOR III

POSITION CODE: 09663  
Effective: 3-20-86

DISTINGUISHING FEATURES OF WORK:

Under direction, carries a full counseling case load with special responsibility for difficult, specialized cases and functionally supervises lower level counselors in routine cases; functions as a liaison with other departments, agencies and institutions; assists in the formulation of administrative policy and in the development and operation of applied research projects; coordinates the processing applications for various programs as well as the involvement of the counseling staff in various special activities; may participate in staff development and training of staff, students and volunteer workers.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts counseling sessions with selected cases requiring special attention on individual and group levels and functionally supervises lower level counselors in routine cases.
2. In selected cases referred by other counselors assumes a liaison responsibility for explanation and implementation of client's needs with appropriate facility officials, e.g., the Assignment Committee or the Assistant Warden of Program Services.
3. Acts as member of joint counseling and field services staff to determine progress toward parole or placement in community based programs; provides professional guidance to lower level counselors.
4. Prepares appropriate reports covering contacts with residents and corresponds with other departments and outside agencies as indicated.
5. Conducts interviews with relatives and/or makes community investigations on difficult cases for the purpose of reestablishing or solidifying relationships.
6. Coordinates applied research and the involvement of counselors in various institutional programs.

## CORRECTIONAL COUNSELOR III (Continued)

7. Acts as liaison with outside agencies and keeps counseling staff advised with regard to latest changes in procedures and programs.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

### 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.

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.

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

#### Knowledges, Skills and Abilities

Requires extensive knowledge of counseling and guidance principles and techniques.

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

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

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

Requires ability to provide professional and functional direction to the counseling and guidance service and to guide lower level correctional counselors in all phases of counseling and guidance.

Requires ability to prepare charts, manuscripts and reports.

Requires ability to present effective interpretations of operational policies and procedures, orally and/or in writing.

Requires ability to exercise good judgment on the basis of previous training and experience.

Requires ability to communicate effectively, both orally and in writing.

Requires ability to establish and maintain satisfactory working relationships with clients and institutional staff, administrative personnel and with the staffs of other agencies, e.g., community based programs and diagnostic services.