

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

CORRECTIONS RESIDENCE COUNSELOR I

POSITION CODE: 09837  
Effective: 7-16-82

DISTINGUISHING FEATURES OF WORK:

Under general supervision, is responsible for providing supervision and paraprofessional counseling to resident participants of a Pre-Release Program or to residents of a work release center or a community center; develops personal contacts with the residents in order to contribute to their resocialization while providing for the physical care and security of both the residents and the center.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Provides supervision of residents during their off-work hours particularly during the night; plans and participates in recreational and social activities.
2. Responsible for 24-hour physical care of the center; coordinates housekeeping activities, menu planning, cooking, etc., in order to meet the physical needs of the residents.
3. Develops rapport with the residents on a personal level; provides paraprofessional guidance on wardrobe planning, shopping, use of public transportation, etc., in order to facilitate their reorientation into society; provides advice on parole requirements and suggestions on feasibility of various parole plans.
4. Observes and reports physical and psychological changes in residents to professional personnel; participates as an active contributing member of an evaluative team determining the progress and future care of residents.
5. Maintains minimal security of the residents and the center; ensures that rules are known and observed; assumes responsibility for handling emergency situations which may arise; responsible for contacting security staff or law enforcement agencies, if necessary.

## CORRECTIONS RESIDENT COUNSELOR I (Continued)

6. Provides for the transportation of residents to and from work, to medical or dental appointments, or to recreational activities.
7. 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 high school.

Requires two years of meaningful experience which would require development of establishing rapport on a personal basis.

#### Knowledges, Skills and Abilities

Requires working knowledge of individual and group behavior.

Requires working knowledge of housekeeping, food preparation, and household equipment.

Requires working knowledge of simple health and safety precautions, and of first aid methods.

Requires ability to understand and effectively carry out oral and written instructions.

Requires ability to work objectively with persons having a variety of physical, mental, and social problems.

Requires ability to maintain an interest in people and sufficient emotional maturity to understand and be helpful to the adult offenders in the program.

Requires ability to enforce rules and regulations with firmness and impartiality.

Requires ability to act quickly and effectively in an emergency.

Requires ability to make oral and/or written reports.

Requires ability to establish and maintain a trust relationship with the residents.

In addition to having a written and spoken knowledge of the English language, candidates may be required to speak and write a foreign language at a colloquial skill level in carrying out position duties in conjunction with non-English speaking individuals.