

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS RESIDENCE COUNSELOR II

POSITION CODE: 09838
Effective: 9-16-79

DISTINGUISHING FEATURES OF WORK:

Under direction, supervises and coordinates the activities of a staff providing supervision and paraprofessional counseling to residents of a work release or community center or participants in a Pre-Release Program; ensures proper security, sanitation and safety requirements are maintained.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Supervises the activities of subordinate staff on an assigned shift; assigns duties, schedules work loads and authorizes time off for staff.
2. Ensures that proper security, sanitation and safety requirements are met; maintains surveillance of residents; supervises resident counts, searches for contraband, and the distribution of medication.
3. Supervises the orientation of all new facility residents; ensures that residents have been advised of and adhere to rules and regulations of the facility.
4. Coordinates transportation of residents to and from work locations, medical appointments and recreational activities; maintains accurate vehicle records and reports.
5. Reviews reports prepared by subordinate staff such as resident count sheets, medication logs and sign out sheets; prepares and maintains records and reports of any unusual resident activities.
6. Provides instruction to residents and subordinate staff on emergency procedures; advises supervisor of any emergency situations as they arise.
7. May provide direct paraprofessional guidance to residents on personal grooming, public transportation, parole requirements and other areas.

CORRECTIONS RESIDENCE COUNSELOR II (Continued)

8. Performs other related 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 three years progressively responsible work experience such as could be gained at the Corrections Residence Counselor I level.

Knowledges, Skills and Abilities

Requires extensive knowledge of individual and group behavior.

Requires extensive knowledge of security, health and safety precautions.

Requires extensive knowledge of first aid methods and procedures.

Requires working knowledge of effective supervisory techniques.

Requires working knowledge of all facility rules and regulations.

Requires working knowledge of methods, procedures and techniques utilized in the preparation and maintenance of comprehensive reports.

Requires ability to effectively communicate in oral and written form.

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.

Requires ability to effectively supervise subordinate staff.