

**CORRECTIONAL COUNSELOR 1**

**Nature of Work:** Under general supervision, provides a variety of counseling services for the inmate population of a correctional facility. Positions may vary as to predominant job function or area of specialization from facility to facility. Areas of specialization include vocational counseling, substance abuse counseling and guidance for inmates on work release. Performs related work as required.

**Distinguishing Characteristics:** This is the entry or beginning level of the Correctional Counselor class series. The employee works closely with the immediate supervisor or a senior counselor to learn correctional programs, accepted methods of interaction with inmates and facility security rules and regulations.

**Examples of Work**

Interviews inmates upon arrival to facility and/or specific program; writes a summary of the session, gathers pertinent information and drafts an outline of proposed treatment, employment strategy or course work.

Meets with inmates on a regular basis to discuss progress, to assess problems or needs to be addressed and to inform the inmate of changes in program or schedule.

Maintains records to go into permanent files.

Writes monthly reports to document work with inmates, achievements in progress, activities held or problems encountered.

Counsels inmates in crisis situations; deals with potentially violent or suicidal inmates to stabilize their behavior.

Arranges ministerial, psychological or employment counseling outside the facility.

Teaches interpersonal skills to help inmates obtain and retain employment.

May assist correctional officers on living unit.

**Knowledge, Skills and Abilities**

Knowledge of the Department of Corrections policies and procedures.

Knowledge of behavior modification techniques and philosophies used in corrections.

Knowledge of techniques used in crisis intervention.

Ability to communicate effectively with a wide variety of people.

Ability to observe changes in inmate behavior.

Ability to keep accurate records.

CORRECTIONAL COUNSELOR 1 (CONT'D)

**Minimum Qualifications**

**Training:** A Bachelor's degree from an accredited college or university with a major in criminal justice, corrections, psychology, sociology, counseling, counseling and guidance, criminology, social work, education, therapeutic recreation or closely related field.

**Substitution:** Experience in the area of corrections or related fields may be substituted for the required training on a year-for-year basis.

Established: 8/19/93  
Revised: 5/1/94, 6/22/98  
Effective: 6/22/98