

**CORRECTIONAL COUNSELOR 2**

**Nature of Work:** Under general supervision, performs full-performance level work by providing a variety of counseling and psychological services for the inmate population of a correctional facility. Areas of specialization at assigned facility may include vocational counseling, diagnostic testing and evaluation, substance abuse counseling, and/or guidance for inmates on work release. Performs related work as required.

**Distinguishing Characteristics:** This is full-performance level Correctional Counselor work. The employee works independently in conducting clinical interviews, administering and scoring psychological tests and preparing psychological evaluations. The employee may supervise beginning level counselors and office support staff. The classification determinant at this level is the greater degree of skill in counseling and diagnostic evaluation.

**Examples of Work**

- Conducts clinical interviews, administers and scores psychological tests and prepares psychological evaluations for committed inmates and sixty-day presentence commitments.
- Counsels inmates to facilitate inmates' treatment and identify disturbed and/or potentially suicidal inmates.
- Corresponds with circuit courts, review boards, mental health centers, parole officers, attorneys and other agencies to supply information, to consult with specialists or to seek assistance with an inmate's treatment or release.
- Writes monthly reports on unit's activities and review inmate's progress reports.
- Attends meetings, training sessions and some workshops.
- Maintains summaries of counseling sessions and treatment logs.
- May conduct disposition hearings.
- May write policy or procedure changes for the unit.
- May supervise counselors in a correctional facility; may make assignments, monitor counselor's work, train staff and discuss cases with staff and may approve attendance, vacation and sick leave.
- May assist correctional officers on living unit.

**Knowledge, Skills and Abilities**

- Knowledge of Department of Corrections policies and procedures.
- Knowledge of behavior modification techniques and philosophies used in corrections.
- Knowledge of psychometrics.
- Knowledge of psychotherapeutic counseling.
- Knowledge of techniques of crisis intervention.

CORRECTIONAL COUNSELOR 2 (CONT'D)

**Knowledge, Skills and Abilities (cont'd)**

Ability to communicate effectively with a wide variety of people.

Ability to observe changes in inmate behavior.

Ability to keep accurate records.

Ability to organize the work of subordinates.

**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, education, therapeutic recreation or closely related field.

**Substitution:** None.

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