



CLASSIFICATION NO. 488  
Established: 5/83  
Retitled from Res. Grp. Super. 2: 7/89  
Revised: 7/89, 12/16  
FLSA: Non-Exempt  
EEO: 5

## **COMMUNITY CORRECTIONS COUNSELOR**

### **CLASS CHARACTERISTICS**

Under general supervision, to provide life skills counseling and case management services to assigned residents; to screen residents for admission; to conduct needs assessments and develop case plans; to maintain security in a residential center; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Community Corrections Department is responsible for supervising adult offenders on parole or probation, including assessment, rehabilitative and restorative program services, and residential services. The Department is currently under contract with the Sheriff's Department for management services.

The Community Corrections Counselor is primarily responsible for leading a variety of counseling sessions and managing a caseload of residents to ensure their success in meeting program requirements.

The Community Corrections Counselor differs from the Community Corrections Officer 2, which is primarily responsible for maintaining security and monitoring the daily activities of residents. The Community Corrections Counselor further differs from the Community Corrections Supervisor, which supervises the activities of personnel involved in community corrections service delivery.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Provides and facilitates individual, groups counseling, and education sessions to assigned caseload of residents; provides case planning; adjusts case plans as needed to coincide with client progress, capabilities, and needs; establish personal and financial goals, develops treatment and post-release plan to meet individual needs and goals; monitors clients functioning with respect to relapse potential and mental health needs.
2. Conduct formalized assessment of clients for criminogenic and other client needs; refers clients to community agencies, as needed; counsels clients; monitors progress in meeting probation conditions such as fines, restitution and enrollment in drug or alcohol treatment programs; contacts service agencies, employers and client families for assistance in investigation and implementation of treatment plans.

3. Performs intake interviews with new residents; provides program orientations; writes reports and confers with probation officers on client probation compliance; reports on client problems and personal progress; processes early termination requests by residents in conformance with agency policy.
4. Conduct formalized assessments of clients for need for chemical dependency treatment according to American Society of Addictions Medicine (ASAM) criteria; function as part of a clinical team to assess client functioning and level of care per ASAM standards; evaluate clients for other concurrent addictions and mental health issues.
5. Maintain and update client records; provide case management services to clients; coordinate services with health care providers, social service and other agencies.
6. Actively participate in team meetings and treatment planning sessions to ensure appropriate treatment and education is provided to clients; develop and coordinate services and resources for clients.
7. Provide UA (urinalysis) surveillance; accurately complete documentation and adhere to chain of custody requirements to ensure samples are valid.

### **REQUIRED KNOWLEDGE AND SKILLS**

General knowledge of: Theories of human behavior and adjustment problems of adult offenders; caseload management; basic principles of social and correctional care and group work; criminal laws and criminal justice systems; rehabilitation processes, purposes and methodologies; operations and techniques used in security or custodial facilities; accepted principles and theories of chemical dependency addiction pathology, progression, and current treatment practices; principles and practices of assessing and evaluating chemical dependency in clients; principles and practices of case management; principles of individual and group treatment; principles and application of educational training; principles of principles of utilization review, quality assurance, and utilization management; resource development for clients.

Skill to: Effectively investigate background of offenders, communicate effectively in both written and oral manner to offenders and to the courts; make recommendations regarding disposition of residents; maintain complete and accurate written records; provide counseling and guidance to individuals and groups; understand, interpret and enforce facility rules with impartiality, reason and tact; maintain discipline and security with adult offenders; establish and maintain effective working relationships; accurately document the provision of services; function as a member of a treatment team focused on client outcomes and success; maintain client information, and contract requirements; monitor the collection and chain of custody of urinalysis (UA) samples; establish and maintain effective working relationships with community partners and stakeholders; maintain a therapeutic, professional relationship with clients; communicate effectively, both orally and in writing.

### **WORKING CONDITIONS**

The majority of duties are of a sedentary nature that requires limited walking or standing; occasional interactions with residents may involve physical contact and exposure to hostile attitudes.

Must be willing to work weekends, holidays, and evening work schedules.

## **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of two (2) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

### **Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- Some positions may require current certification as a Certified Alcohol and Drug Counselor I (CADC I).

## **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass an extensive background investigation including national fingerprint records check.

Must pass a pre-employment drug test.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.