

 <p>STATE OF INDIANA CLASSIFICATION SPECIFICATION</p>	Class Title: Correctional Caseworker 4		Class Code: 002DB4
	FLSA Status: _Non Exempt	Salary Schedule: PAT 4	Effective Date: 4-30-13
	Summary: This position is responsible for providing counseling and resource information to offenders at an adult Correctional Facility in the Indiana Department of Correction. As with all employees of the Department of Correction, the incumbent's first responsibility is to insure the safety and security of the facility.		

Duties:

- Counsels offenders on issues such as job assignments, housing changes, institutional transfers, committee actions and other institutional procedures;
- Evaluates offender and family counseling needs and provides the counseling services and/or makes the proper referrals;
- Contacts institutional departments in order to answer offender questions;
- Act as a liaison between prospective employers, courts, community and governmental agencies, for the purpose of job development and release adjustment;
- Serves as a member of CAB (Conduct Adjustment Board) and/or other related committees;
- Prepares case studies and offender progress notes to include parole agreements, temporary member lists, visitation lists and telephone lists;
- May serve as a Team Leader in the absence of a Correctional Casework Manager;
- Performs related duties as required.

Job Requirements:

- Working knowledge of principles and practices of sociology, psychology, physiology, group therapy and community organizations;
- Ability to write case histories and records of offenders;
- Ability to observe offender behavior, to recognize symptoms and to make recommendations to staff;
- Ability to observe offenders and staff and accurately recall detail in order to write correct, concise reports;
- Specialized knowledge of counseling and interviewing techniques;
- Ability to effectively counsel offenders and families and resolve problems such as social reintegration;
- Working knowledge of Indiana Penal Code and the Indiana Department of Correction policies and procedures;
- Working knowledge of correctional programs and security procedures in an institutional setting;
- Ability to abide by the Department's Standard of Conduct and all behavior expectations;
- Ability to work under emergency conditions;
- Ability to research and interpret all program material;
- Effectively communicate both orally and in writing;
- Ability to work within a culturally diversified environment;
- Working knowledge of the Indiana Department of Correction and institutional policies and procedures which are applicable to the assigned area of responsibility;
- Working knowledge of basic street slang and security threat groups;
- Working knowledge and the ability to perform approved self-defense techniques;
- Ability to adhere to the Indiana Department of Correction's dress code and grooming standards;
- Ability to test negative on all drug tests and be a positive role model;
- Ability to organize and prioritize duties;

- Ability to establish a working relationship with staff and offenders;
- Ability to accept supervision and constructive feedback;
- Ability to successfully complete all required training and certifications;
- Ability to recognize, analyze, and formulate solutions to problems;
- Ability to maintain a positive image to staff, offenders and the general public;
- Ability to operate radios, computers, fire extinguishers and/or applicable office equipment;
- Specialized knowledge of the State of Indiana's ethics rules and regulations;
- Specialized knowledge and the ability to utilize conflict resolution techniques;
- Ability to work in a confidential office and perform a variety of duties;
- Ability to meet given deadlines and maintain acceptable work attendance;
- Ability to work overtime.

Difficulty of Work:

Incumbent will work within the scope of the Indiana Department of Correction's established policies and procedures. Work is broad in scope and consists of moderately complex routine and non-routine decision making abilities. Incumbent must use considerable judgment in selecting the most adequate recommendations. The incumbent must ensure that proper counseling techniques comply with proper departmental policies and guidelines.

Responsibility:

Purpose of work is to ensure that the Indiana Department of Correction's policies and established guidelines are met in providing the offenders proper counseling and supporting facility staff if needed. Incumbent receives general instructions as to desired results and detailed instructions on special individual cases. Deviations from established guidelines are referred to the supervisor. Work is continuously reviewed by supervisor for adherence to instructions and soundness of judgment. Incumbent provides individual recommendations concerning the offender's location, confinement, employment, parole opportunities, external contacts and most other aspects of institutional life.

Personal Work Relationships:

Incumbent will have contact with facility personnel, facility Superintendent, state and local officials, outside agencies, offenders and offender families for the purpose of counseling and educating. Continuous contact is maintained with institution and agency staff professionals such as social workers, therapists and administrators solving complex problems regarding offender progress and needs. Public contact is made with groups such as parents, attorneys, volunteer organizations and potential employers for the purpose of providing and exchanging relevant information.

Physical Effort:

Keen observational and hearing skills are necessary to observe and be alert for possible dangerous situations. Incumbent may be required to use restraint techniques as per departmental policy and procedure.

Working Conditions

Incumbent will work in a correctional facility. Possibility of injury from offender altercations and assaults are present. Workplace environmental conditions may include heat or high temperatures and/or cold or low temperatures which may result in body discomfort. Infectious disease exposure may be possible.