



Corrections Counselor (2075)

FLSA Status: Non-Exempt (Hourly)

Pay Grade: 15

Safety-Sensitive: Yes

Purpose

The purpose of this classification is to perform counseling services to assess and address the risks and needs of inmates, to develop parole and release plans, and to implement educational and training programs at the Bulloch County Correctional Institute.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Provides counseling to inmates: conducts orientation sessions for new inmates; counsels with inmates individually or in groups regarding coping skills, anger management, drug and alcohol abuse, sexual abuse prevention, and other issues; documents sessions; and assesses progress.

Develops parole and release plans: works with inmates, probation and parole officers, and other agencies to develop parole and release plans; provides information to inmates regarding parole requirements; and prepares and obtains required parole papers, checklists, and releases.

Implements educational and training programs: assists with coordinating personnel from community agencies or educational institutions; reviews and screens prisoners for program participation; and assists with monitoring and evaluating facilitators conducting classes and programs to ensure its integrity and compliance with regulations.

Participates in inmate classification: collects and evaluates information about inmates to determine risk and need for appropriate confinement, treatment, programs, and/or employment assignments; recommends inmate assignments to housing units, details and programs; assesses inmates in regards to criminal history, medical issues, education, vocational work skills, substance abuse, family, residence, and/or community resources; assists in conducting regular reviews after initial classification; and completes classification and review processes to promote safety and security of staff and other inmates.

Performs other related duties as required.

Minimum Qualifications

Bachelor's Degree in Counseling, or a related field required; supplemented by two years of counseling experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Performance Aptitudes

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to provide specialized or professional level counseling to others that typically requires certification and/or a bachelor's degree in a specific field.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, taste, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as odors, animal/human bites, violence, pathogenic substances, or rude/irate individuals.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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