

ORANGE COUNTY CLASS SPECIFICATION

TITLE: OFFENDER SERVICES COUNSELOR **GRADE:** 15

TITLE ABBREVIATION: OFFND SERV CONSL **TITLE NO.:** 6481

JURIS.CL: NC **SALARY CODE:** 01 **EEO CODE:** PR **FLSA CODE:** NE

DEPARTMENT: SHERIFF **DIVISION:** CORRECTIONS

SUPERVISOR'S TITLE: CORRECTION ADMINISTRATOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility to develop and maintain the Offender Services Program for the Orange County Correctional Facility inmate population. Participates in formulating and modifying a discharge plan which involves, but is not limited to, coordinating remedial education, work experience and specialized skill training, job placement and related screening and supportive services. Work is performed under general supervision of the Correction Administrator with leeway allowed in planning details of program administration. Does related work as required.

TYPICAL WORK ACTIVITIES:

Prepares discharge plans for all sentenced inmates in the Orange County Correctional Facility;

Conducts needs assessments and provides counseling services to inmates in relation to program progress, problems and potential solutions;

Acts as liaison and attends meetings to maintain and further linkages between Orange County Correctional Facility and area educational, training and job placement agencies, treatment facilities, etc.;

Acts as referral/resource person for the Orange County Correctional Facility inmate population to various human service agencies;

Accumulates data necessary to aid in the development of plans for expanded and supportive services;

Remains current on all rules, regulations and policies as related to outreach services and providers including but not limited to: employment, housing, medical, veterans services, etc.;

Promotes awareness and makes referrals to the medical department for participants in the Vivitrol project;

Organizes and administers skills-building group therapy program for inmates;

Maintains all Offender Service Program files, records, and correspondence for the Orange County Correctional Facility;

Provides instruction to offenders in such areas as job interview techniques, resume preparation, employer/employee relations, job development, etc.;

Participates in staff meetings, and conferences to define program progress;

Participates in special assignments, such as research of grant availability, as designated by the Orange County Correctional Facility Administrator.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of counseling and interviewing techniques; good knowledge of resources and services available to inmates through community and human services agencies; good knowledge of the social and psychological factors influencing emotional disorders and mental conditions; skill in interviewing; ability to establish and maintain a working relationship with a wide variety of public and private agencies; ability to communicate Offender Services Program goals and services to individuals and groups; ability to establish a rapport with inmates; ability to express thoughts and findings clearly and effectively; ability to maintain records; tact; courtesy; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Master's Degree in health, education, psychology, counseling, rehabilitation counseling or social work; OR
- (B) Bachelor's degree or higher and two (2) years of experience in providing counseling, instructing, casework or employment services within a human service or public service agency; OR
- (C) Completion of sixty (60) credit hours and four (4) years of experience in providing counseling, instructing, casework or employment services within a human service or public service agency.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.