

**SNOHOMISH COUNTY JOB DESCRIPTIONS
CORRECTIONS COUNSELOR**

Spec No. 4017

BASIC FUNCTION

This class performs work in areas of inmate classification, risk assessment, housing program assignment, inmate discipline, inmate access to mandated services, and development and implementation of programs to meet the social service needs of inmates under the care of Snohomish County Corrections.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assess inmates and determines proper custody level, presenting risk factors, violence potential, special needs, program needs and life safety issues; conducts assessments through face to face interviews, review of official records, data bases, and contacts with other professionals to ascertain prior and present in-custody behavior, criminal history, current offense information, and special needs factors such as medical and mental health.
2. Assigns inmate housing within facilities and custody alternatives based on custody level, risk factors and special needs.
3. Periodically conducts reassessments of inmates and adjusts custody level based on changes in behavior, legal status and special needs.
4. Monitors inmates that must be kept separate from other inmates and ensures safety and protection of all parties.
5. Maintains detailed electronic and paper files and documentation regarding inmate behavior, custody level, risk factors, housing/program assignments and special needs on assigned caseload.
6. Creates, presents for approval, oversees implementation and reviews administrative segregation and behavior management plans for inmates who present a danger to the safety and security of the facility.
7. Screens inmates for placement to inmate work status such as minimum security facilities, work release, home detention, work program and other alternatives to incarceration.
8. Conducts inmate discipline hearings within the scope of department policies, applicable laws, rules, and codes.
9. Reviews inmate requests (KITES) and responds within the scope of department policy and procedure.
10. Provides Notary Services to inmates as needed.
11. Refers inmates to in-house and community resources/programs as necessary and appropriate, based on needs.

**SNOHOMISH COUNTY JOB DESCRIPTIONS
CORRECTIONS COUNSELOR**

Spec No. 4017

STATEMENT OF ESSENTIAL JOB DUTIES (continued)

12. Advocates on behalf of inmates with other department staff, courts, and criminal justice agencies regarding issues such as delayed release, property, conflicts, etc.

STATEMENT OF OTHER JOB DUTIES

13. May conduct needs assessment of inmate population to determine appropriate in-house programs and/or community resources to be made available to inmate population; facilitates inmate access to programs including access to legal services; cultivates and develops partnerships with social service agencies, non-profits, community groups, religious organizations and individuals; educates and trains department staff regarding various programs available to inmates.
14. May be assigned to recruitment, screening, training, and oversight of volunteers and outside professional providers.
15. Responds to inquiries from attorneys, other agencies, and families regarding inmate welfare.
16. Provides crisis counseling, intervention, and mitigation as needed.
17. Performs related duties as required.

MINIMUM QUALIFICATIONS

An Associates of Arts degree in psychology, sociology, social work, counseling, behavioral science, criminal justice, or closely related field; PLUS, three (3) years experience in adult or juvenile corrections or with counseling, guidance, interviewing, assessment, crisis intervention and/or program development/implementation with at risk or criminal justice clients; OR, five (5) years experience in corrections as a counselor, classification specialist/officer, probation/parole officer, discipline hearing officer, grievance coordinator/investigator, offender program coordinator, or as a custody/corrections worker in a specialized housing unit, program, or institution where the primary focus was treatment, offender change, or transition to the community; OR, any equivalent combination of training and or experience that provides for the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

Candidates for employment must successfully pass a criminal history background investigation, a polygraph examination and a psychological examination.

Candidates must be at least 21 years old at the time of application.

**SNOHOMISH COUNTY JOB DESCRIPTIONS
CORRECTIONS COUNSELOR**

Spec No. 4017

KNOWLEDGE AND ABILITIES

Knowledge of:

- offender classification and risk assessment techniques;
- interviewing and counseling;

KNOWLEDGE AND ABILITIES (continued)

Knowledge of:

- individual and group behavior;
- mental attitudes, common needs and assets of socially, culturally and economically disadvantaged persons;
- laws, codes, and court decisions regarding correctional operations specifically in areas of inmate due process, classification, discipline, and programming;
- judicial and criminal justice system;
- contemporary practices in correctional programming and offender change;
- functions and resources of Seattle-Everett area social and health service agencies;
- computer keyboarding, data entry, and word processing, data base and spread sheet programs.

Ability to:

- effectively interview inmates, analyze information from multiple sources, determine courses of action and evaluate individual progress;
- apply abstract principles, guidelines and concepts to concrete work situations;
- work independently, manage multiple priorities and time;
- relate to and communicate with persons of diverse ages, social, economic, cultural and educational backgrounds;
- establish and maintain rapport with inmates, guide them toward positive goals and communicate with them in both supportive and confrontive modes;
- diffuse hostile and angry individuals using communication skills;
- respond effectively in crisis and emergency situations;
- express ideas and recommendations clearly and effectively both orally and in writing;
- establish and maintain effective working relationships with criminal justice system officials, social service organizations and agency staff, associates, other county employees and the public;
- follow oral and written instructions;
- maintain detailed records and prepare clear, concise written reports;
- exercise initiative and judgment and make decisions within the scope of assigned authority;
- read, interpret and apply work-related laws, rules and other regulations.

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Spec No. 4017

SUPERVISION

Employee in this classification reports to an administrative superior as assigned. Work is performed with considerable independence and is reviewed for quality, adequacy of professional judgment and compliance with established goals and policies through conferences, reports and appraisal of results obtained.

WORKING CONDITIONS

Work is performed in a maximum security jail facility or one of several minimum security facilities. As these facilities are operated 24 hours per day / 7 days per week, employees in this class may be required to work shifts including days, evenings, and nights including weekends and holidays.

Class Established: December 1979 as Probation Counselor
Revised and Re-titled: October 1991 as Corrections Counselor
Revised: April 2003, June 2004
EEO Category: 2
Pay Grade: 238

Spec No. 522545