

## COMMUNITY CORRECTIONS SPECIALIST

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for a variety of duties related to providing and overseeing the provision of counseling, educational, advocacy, and case management services in the community corrections program. The work is carried out in accordance with the policies and procedures established for the program and involves planning and overseeing participant treatment plans; develops aftercare plans; directly providing or coordinating professional services; and serving as a liaison to courts, probation, service providers, and program participants. The class differs from that of Assistant Director of Community Corrections in that the incumbent has less administrative responsibility and more limited programmatic authority. Work is performed under the general supervision of a higher level employee. Technical guidance and training is provided to subordinate employees. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Interviews and gathers information from prospective clients, courts, and other relevant parties to determine program eligibility and assesses client needs;

Conducts orientation with new program participants explaining rules, policies and procedures;

Develops participant treatment and aftercare plans;

Provides services such as: assessment, diagnosis, counseling, educational programming, and life skills programming in support of the program;

Witnesses clients providing urine specimens for laboratory analysis;

Tests urine with approved laboratory analysis kit following prescribed protocols;

Observes universal safety precautions in handling body fluids;

Prepares and maintains simple, but confidential records;

Refers participants to appropriate services and coordinates service provision and supervision activities among program staff;

Ensures that services are provided in accordance with treatment plans;

Provides training and technical supervision to subordinate staff;

Works closely with probation department and community corrections program staff to ensure that aftercare plan is implemented prior to transferring case out of the program;

Coordinates both on and off-site programming;

Maintains case files, prepares case notes;

Prepares written and oral reports and provides regular reports to appropriate parties on the status of program participants;

Meets regularly with service providers to ensure the continuity of services and to monitor attendance and cooperation of program participants;

Reviews cases to determine client progress and need for changes in treatment plan.

Ensures compliance with court orders and program conditions through follow up in person, by telephone or mail with treatment providers and other service providers and programs;

Contacts courts to encourage initial program participation or enhancement of current program participation.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the modern principles and practices of social work; thorough knowledge of the range of human service programs and other community resources related to the needs of a defendant/offender population; good knowledge of functions and procedures of the judicial and correctional systems; good knowledge of the causes, effects and symptoms of chemical dependency; working knowledge of policies, procedures, and practices of the correctional alternatives program; ability to prepare and present written and oral reports; ability to relate to a potentially difficult client population; ability to train others; ability to establish and maintain effective working relationships with public agencies, public officials, program staff, program participants, and the public; good judgment; emotional maturity; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. One year of work experience related to or supporting a residential program serving persons involved in the juvenile or criminal justice system which included or is supplemented by one year of work experience providing alternative to incarceration services; **AND**
- B. Graduation from a regionally accredited or New York State registered college or university with a Masters Degree in Social Work; **AND**
- C. Current licensure as a Certified Social Worker by the New York State Department of Education.

**Special Requirement:** At the time of appointment, and through out employment in this title, candidates must possess a valid New York State Driver License.

ULSTER COUNTY  
1474 CC SPEC  
Classification: Competitive  
Grade: 17  
Union: CSEA

Adopted: September 20, 1991  
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