

## **SENIOR COMMUNITY CORRECTIONS ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for a variety of duties related to the day to day operation of a community corrections facility and participating in the coordination and provision of services to program participants. The work is carried out in accordance with the policies and procedures established for the program and primarily involves monitoring cases assigned to the program and supervising program participants, ensuring that order and discipline are maintained. The incumbent may additionally act as a liaison between the program and courts, probation, service providers, and program participants. Work is performed under the general supervision of a higher level employee. 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.

Oversees the supervision of program participants residing in the facility, enforcing the rules of the program;

Conducts orientation with new residents explaining rules, policies and procedures;

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;

Maintains case files, prepares written and oral reports including reports on unusual incidents, and provides regular reports to appropriate parties on status of program participants;

Coordinates facility operations in areas such as, but not limited to: participant transportation, facility cleaning, laundry services and food services;

Supervises program participants, and generally may perform all the duties of the Community Corrections Assistants;

Supervises and trains residential staff;

Supervises and participates in assigning housekeeping duties to residents;

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;

Assists in the development and treatment of aftercare plans;

Provides training to Community Corrections Assistants and Community Corrections Aides;

Utilizes a personal computer to maintain necessary information, prepare reports and correspondence, etc.

May schedule staff coverage for the residential facility;

May visit service providers to monitor attendance and cooperation with program;

May contact courts to encourage initial program participation or enhancement of current program participation;

May interview and gather information from prospective clients, courts and other agencies to determine eligibility for program participation;

May perform all of the duties normally assigned to a Community Corrections Assistant or Community Corrections Aide.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Good knowledge of policies, procedures, and practices of the community corrections facility; working knowledge of functions and procedures of the judicial and correctional systems; working knowledge of the modern principles and practices of social case management; working knowledge of the causes, effects and symptoms of chemical dependency; working knowledge of the range of human service programs and other community resources related to the needs of a defendant/offender population; ability to acquire working knowledge of policies, procedures, and practices of correctional alternatives programs; ability to relate to and maintain order and discipline with a potentially difficult client population; ability to plan and supervise the work of others; ability to prepare and present written and oral reports; willingness to learn to operate automated office equipment including a personal computer; good judgment; emotional maturity; tact; courtesy; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an associate's or higher level degree which included or is supplemented by at least fifteen (15) semester credit hours in the social and/or behavioral sciences and one (1) year of work experience or verifiable volunteer experience assisting in the coordination, development, or provision of correctional, educational, rehabilitative, or human services to a defendant/offender and/or substance abusing population; **OR**
- B. Graduation from high school or possession of a high school equivalency diploma or its' equivalent and three (3) years of work experience or verifiable volunteer experience as described in A; **OR**
- C. An equivalent combination of training and experience as defined by the limits of A and B above.

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

ULSTER COUNTY  
6091 SR CC AST  
Classification: Competitive  
Grade: 10  
Union: CSEA

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