

## **CORRECTION SERVICES COORDINATOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This position exists in the County Sheriff's Department and involves responsibility for coordinating counseling, social, educational and related services to county jail inmates. The incumbent works closely with community human service agencies in carrying out work activities. The work is performed under the general supervision of higher-level Corrections staff with leeway allowed for the exercise of independent judgment in planning and implementing work details. The incumbent does related work as required.

### **TYPICAL WORK ACTIVITIES:**

- Conducts intake interviews to obtain personal and educational background information to screen inmates in need of counseling from mental health therapists;
- Makes referrals of inmates to county mental health clinic for counseling services;
- Monitors inmates receiving services from the mental health clinic and informs therapists of behavior changes and other problems;
- Coordinates educational programs for inmates including GED program, vocational training, and workshops; advises on course outlines, schedules training times and arranges for instructors;
- Arranges religious services for the inmates and special one-to-one clergy visits;
- Refers inmates to human service programs and agencies, which can be of benefit to them and their families;
- Collaborates with Correction Officer staff concerning inmate scheduling for services to ensure security measures are enforced;
- Makes library resources available to inmates;
- Maintains records related to the work;
- Develops and implements procedures for the inmate "housekeeping" concerns such as mail, bank deposits, etc.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of interviewing practices and procedures; good knowledge of human service programs and agencies of assistance to jail inmates; working knowledge of the correction rules, regulations and procedures regarding the safety and security of staff and inmates; working knowledge of the procedures involved in the social, legal, economic readjustment of inmates; ability to establish a good rapport with jail inmates; ability to observe and report on inmate behavior; ability to communicate effectively; ability to coordinate educational and religious services for inmates; ability to establish good working relationships with professional counseling personnel, educational instructors, community resources and Correction Officer staff; ability to maintain records; 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 a bachelor's degree in the social sciences, human services, human resources, education or criminal justice;
- Or -** (B) Graduation from a regionally accredited or New York State registered college or university with an associate's degree in the social sciences, human services, human resources or criminal justice and two years of human services or correction experience;
- Or -** (C) Graduation from high school or possession of a high school equivalency diploma and four years of human services or correction experience.