CHARACTERISTICS OF THE CLASS

Under direction of the Program Services Supervisor, Support Services Division performs professional social work activities. Focus of the work is on providing social work services to the entire inmate population in the Bureau of Detention and Corrections in a variety of duty assignments. Objectives are to mitigate inmate tension, improve inmate attitudes toward incarceration, and assist inmates toward positive integration back into the community. Incumbent exercises independent judgment after receiving written or oral instructions as to the nature of the work. Work assignments include, but are not limited to: crisis intervention and mental health assessment and treatment through linkage with pertinent referral agencies and programs. Work is reviewed through observation, review of work products, and results obtained.

EXAMPLES OF DUTIES

Performs crisis intervention; counsels inmates individually and in groups.

Enhances the coping, problem solving, responsible decision making, and self actualizing capabilities of inmates.

Maintains cooperative working relationships with contact persons at pertinent agencies and programs.

Helps to maintain positive communication between staff, support persons/groups and the inmate.

Plans and implements behavior modification strategies for inmates.

Screens inmate requests on #62 forms for appropriate response and referral.

May provide initial screening of inmates who request contact or special visits for the facility commander’s review and decision.

Provides appropriate social histories and recording of inmate contacts/counseling.

Prepares written weekly Social Worker reports.

Assists in training personnel

Participates in Sheriff's Office Recruitment and community relations activities as directed.

Performs related work as assigned or required.
QUALIFICATIONS

A. Training and Experience

Bachelor degree in social work, psychology, counseling, or a related field. Two years field experience working with inmates in a correctional setting, or related experience is desired.

B. Essential Requirements of the Position

Knowledge of social work theory and practice.

Knowledge of varied individual and group counseling theories and techniques.

Knowledge of human behavior processes.

Knowledge of social service, mental health, educational, vocational, and rehabilitative programs available in the county and state.

Knowledge of the criminal justice process court procedures, and legal requirements relative to the incarcerated.

Knowledge of the State Department of Corrections regulation 33-8, Sheriff's Office rules and regulations as applied to correctional work.

Ability to render social work and counseling services professionally and effectively to inmates.

Ability to establish rapport with inmates, and to function comfortably within a correctional setting.

Ability to provide continuous crisis intervention service with equanimity.

Ability to prepare reports, social histories, and correspondence in a timely, clear and concise manner.

Time management, inter-personal, problem solving, and verbal and written communication skills.

Ability to perform all functions of the job classification without posing a direct threat to the health or safety of other individuals in the workplace.

This list of functions, duties, responsibilities, and skills is not intended to be all-inclusive and the employer reserves the right to assign additional functions and responsibilities as deemed necessary.