

CORRECTION SOCIAL WORKER I

NATURE OF WORK IN THIS CLASS:

This is routine professional correction social work.

Employees in this class perform guidance and counseling duties to inmates of correctional institutions independently after initial training and work under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (Any one position may not include all the duties listed, nor do the examples cover all duties which may be performed.)

Interviews inmates and other appropriate persons to obtain information on social and criminal history; participates in assessment and service plan of individual inmates.

Observes and assesses institutional behavior of inmates; provides guidance and assists inmates in adjusting to a correctional institution setting; prepares reports of the inmates overall progress and adjustment to correctional programs; makes recommendations regarding alternative placements.

Assists and participates in organizing group discussions, recreation, vocational or other activities for the development and promotion of inmate's interest in group work or cultivating inherent abilities and skills.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to learn and apply the principles, practices, and techniques of social work.

Ability to develop social work skills in a correctional institution setting.

Ability to conduct interviews, collect and analyze pertinent facts.

Ability to prepare clear, concise personal histories and factual reports.

Ability to work effectively with inmates, the public and employees.

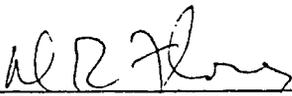
Ability to communicate effectively, orally and in writing.

Ability to maintain records.

MINIMUM EXPERIENCE AND TRAINING:

Graduation from a recognized college or university with a Bachelor's degree in sociology, psychology, or closely related field.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission