

CORRECTION SOCIAL WORKER II

NATURE OF WORK IN THIS CLASS:

This is moderately complex professional correctional social work.

Employees in this class perform moderately complex professional case work of inmates in a correctional institution independently on an ongoing basis and participate in the full range of complex professional duties under closer supervision.

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 the formulation and implementation of social work treatment plans; prepares case records and reports.

Assists inmates in the development of social attitudes and adjustments.

Organizes and leads group discussions, recreation, vocational or forms of creative activity to stimulate interest in group work or cultivate inherent abilities and skills.

Observes and evaluates behavior of inmates and prepares reports on the overall progress and social adjustment; makes recommendations regarding alternative placements.

Attends conferences and staff meetings for the purpose of discussing individual cases and for cooperative planning of treatment program and improved services.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the principles, practices and techniques of social work.

Knowledge of the dynamics of human behavior of individuals and groups.

Knowledge of correctional social work programs, regulations and policies and other appropriate resources.

Ability to conduct interviews, collect, evaluate and interpret facts and recommend courses of action.

Ability to analyze situations and people accurately and implement approved course of action.

Ability to maintain an objective and emotionally stable attitude in meeting distressing situations presented by individuals and/or families.

Ability to prepare clear, concise case 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.

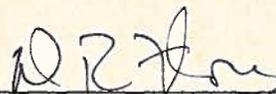
MINIMUM EXPERIENCE AND TRAINING:

(A) One year of professional social work experience and graduation from a recognized college or university with a Bachelor's degree in sociology, psychology or closely related field; or

(B) Graduation from a recognized college or university with a Bachelor's degree in social work; or

(C) Any equivalent combination of experience and training beyond the Bachelor's degree which provides the minimum knowledge, abilities, and skills.

ESTABLISHED: JULY 1980



DAVID R. FLORES, Executive Director
Civil Service Commission