

CORRECTION SOCIAL WORKER III

NATURE OF WORK IN THIS CLASS:

This is complex professional correction social work.

Employees in this class perform the full range of complex professional case work of inmates in a correctional institution, including independent work in specialized areas of the profession. Employees often serve as team or group leaders over less experienced professional staff.

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; screens and evaluates applications of inmates for special programs, such as Work Release, Community Intervention Center, Halfway House, Pre-Release and others; confers with families, case workers, court officials and other appropriate persons; prepares reports of findings and recommendations; formulates and implements treatment plans.

Counsels inmates individually or in groups to promote insitutional adjustment and to prepare them for release via parole or discharge.

Conducts syfdies on the evaluation of current classification and treatment programs and participates in the preparation of long range plan for programs designed to cope with changing physical needs and correctional policies.

Assists in planning, scheduling and conducting case conferences with other disciplines for treatment planning and evaluation of inmates.

Supervises field trips and excursions designed to educate inmates on social conduct, norm, mores and social living.

Assists in planning and coordinating the programs and activities of the Diagnostic Treatment Division; leads the work of lower level professional staff.

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 program, regulations, policies and other appropriate resources.

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

Ability to formulate and implement individual treatment plans.

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

Ability to lead the work of others.

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.

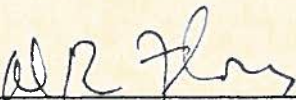
MINIMUM EXPERIENCE AND TRAINING:

(A) Three years 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) Two years of professional social work experience and 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