

CORRECTIONS SECURITY CASEWORKER

KIND OF WORK

Journey-level professional correctional security casework and group work in Minnesota Correctional Facility locations.

NATURE AND PURPOSE

Under limited supervision, evaluates, supervises and counsels offenders so that correctional program effectiveness and security are maintained and inmates receive help with personal and facility related problems; performs related work as required.

This class is distinguished from other Corrections classes on the basis of its role in performing casework with offenders in a Correctional Facility setting.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supervises inmates in order to maintain facility security.

Counsels inmates regarding living conditions, employment assignments and family and personal problems in order to assist inmates in their efforts toward rehabilitation.

Interviews inmates in order to gather information needed to prepare admission summaries, progress reports and custody recommendations.

Writes progress reports and evaluations for the facility, the department, the executive office, adult release, and the courts so that those bodies have the information they need to make appropriate decisions concerning custody and placement of inmates.

Communicates orally and in writing with judiciary law enforcement officials and social agencies in order to gather and dispense information about inmates' needs, problems and circumstances.

Writes classification material so that inmates' cases receive timely reviews by the executive office adult release which makes decisions on the inmates' cases.

Makes oral and written recommendations on parole, custody, transfer and temporary parole so that proper authorities can make appropriate decisions.

Writes evaluations of inmates so that the caseworker's point of view can be communicated to the proper authorities.

Attends caseworker and institutional meetings so that the incumbent is knowledgeable about policies affecting caseload decisions and caseload management.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Adult maximum security correctional facility policies sufficient to interpret and enforce those policies within the facility.

Security procedures in an adult maximum security facility sufficient to carry out responsibilities to maintain the security of the facility.

Social casework and group work principles and practices as they apply to the rehabilitation of inmates in an adult security institution sufficient to assist inmates in dealing with their needs/problems.

Special problems encountered in working with adult offenders sufficient to propose realistic and effective solutions to those problems.

Interviewing techniques sufficient to obtain information from inmates which is needed to appraise inmates' needs and problems.

Counseling and guidance techniques sufficient to counsel inmates about personal and family problems and circumstances within the facility.

Correctional theory and practice sufficient to use that knowledge as guidelines for structuring appropriate interactions with inmates.

Skill in:

Oral and written communication sufficient to prepare and present evaluations, progress reports and recommendations to the proper authorities concerning inmates' cases.

Human relations sufficient to counsel, motivate and assist inmates in working under individual needs and problems.

Ability to:

Evaluate and interpret case material and formulate plans for addressing inmates' needs/problems.

Make complete social history investigations and analyze the results of the investigation.

Use community resources for potential parole plans and rehabilitation programs.

Manage difficult individual cases as well as a large caseload.

Develop rehabilitation plans within the rules and security regulations of adult maximum security facilities.

Est.: 12/76
Rev.:
Ckd.: 10/91, 12/07

T.C.: 4/84
Former Title(s): Correctional Security
Caseworker