

**POSITION: Correctional Counselor I**  
**GRADE: 4C**  
**CODE:**

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**FLSA: Exempt**  
**DATE: 1/99, revised 6/09**

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**POSITION SUMMARY:** Provides counseling services to inmates including needs assessments and determination of appropriate treatment techniques; recommends referrals to specialized treatment resources; performs other duties as assigned.

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**ESSENTIAL FUNCTIONS:**

1. Supervise an assigned caseload of inmates;
2. Provide basic rehabilitation counseling to inmates in assigned caseload, including referrals to educational, vocational or other specialized treatment resources;
3. Provide crisis intervention counseling when appropriate;
4. Perform needs assessments and determine appropriate treatment techniques for inmates;
5. Assist with the design of rehabilitative treatment plans and programs to assist inmates with individual problems including drug and alcohol addiction, etc.;
6. Evaluate and monitor inmates' progress and response to treatment;
7. Assist in the custody, security, and supervision of inmates within his/her assigned caseload;
8. Assist with the supervision of assigned inmates while they are in the community by verifying their activities through phone calls, surveillance, or other methods;
9. Complete inmate classification interviews and participate as a member of the classification and adjustment team;
10. Contact potential employers and other persons, agencies, or groups on behalf of the inmate;
11. Provide family counseling services to assigned inmates' families when appropriate;
12. Prepare and maintain timely, accurate and complete case files, reports, and records;
13. Assist in decision making and policy development related to counseling services;
14. Supervise contacts with community prescribed treatment programs and agencies;
15. Report to work as scheduled or directed;
16. Perform other duties as instructed and assigned.

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**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

1. Knowledge of the principles of applied and abnormal psychology and sociology;
2. Ability to learn and apply the concepts, methods, procedures of treatment, care, custody and control relevant to correctional work;
3. Ability to contribute to rehabilitation process through constructive counseling and supervision;
4. Ability to develop effective rehabilitative plans and programs for individuals within his/her assigned caseload and to evaluate progress;
5. Ability to deal with persons demonstrating anti-social and asocial behavior;
6. Ability to create and maintain interpersonal relationships with tact, understanding, and professionalism;
7. Ability to communicate effectively both orally and in writing;
8. Knowledge of basic computer operations to include Microsoft Office Software;
9. Ability to maintain confidentiality;
10. Ability to evaluate behavior in terms of potential risks to the safety of others;
11. Ability to identify and utilize the services available from public and private agencies in the areas of employment, health, welfare, detention, and law enforcement;

12. Ability to meet selection standards of the Maryland Police and Correctional Training Commission;
13. Ability to successfully complete the Entry Level Training Program conducted by the Maryland Police and Training Academy; and
14. Ability to establish and maintain effective working relationships with co-workers, supervisors, inmates and the public.

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**REQUIRED EDUCATION AND EXPERIENCE:**

1. Bachelor's Degree in criminal justice, social work, psychology, or a related field;
2. Successful completion of the Minimum Standards Course as required by the Maryland Correctional Training Commission within one year of appointment;
3. Valid driver's license with no more than 5 points.

**PHYSICAL AND ENVIRONMENTAL CONDITIONS:**

Work requires occasional strenuous effort. For example:

1. Handling of moderately heavy boxes, moderately heavy tools, equipment, or materials;
2. Walking/climbing or sitting/standing in a fixed position for extended periods of time up to 12 hours;
3. Continuous walking/standing and climbing stairs;
4. Occasionally running short distances;
5. Repeated bending, stooping, and reaching above the head;
6. Push/pull a cart weighing up to 30lbs;
7. Lifting objects weighing up to 50lbs;
8. Lift and drag individuals in emergency situations;
9. Occasionally use physical force to subdue aggressive individuals.

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g., aggressive human behavior, extreme outdoor weather conditions, exposure to blood borne pathogens and other disease factors at a higher rate than many non-correctional environments, or similar situations where conditions cannot be controlled.

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The above job description is not intended as, nor should it be construed as, exhaustive of all responsibilities, skills, efforts, or working conditions associated with this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions of this job.