

## JOB DESCRIPTION

### CORRECTIONAL OFFICER

Incumbent works in a work release center; acts as a paraprofessional treatment team member while providing custody and care to the residents. Incumbent will report directly to the Work Release Coordinator or designee. Performs duties with mild to moderate supervision.

#### RESPONSIBILITIES/DUTIES TO BE PERFORMED WITH OR WITHOUT REASONABLE ACCOMODATIONS

##### Essential Duties May Include:

1. Facilitate approved treatment plans designed to aid in the rehabilitation process.
2. Maintains safety and security of residents, staff, facility, and public within a therapeutic environment.
3. Supervises residents in accordance to facility policy and procedures, and all established federal, state, and municipal laws.
4. Collaborates with treatment by providing regular written observations of resident's behavior.
5. Evaluates and records daily resident progress based upon individualized treatment goals.
6. Assists residents with modifying behavior by promoting and modeling positive social values and personal accountability – including the use of appropriate language.
7. Keeps order in the common areas; showers, dining hall, dorm, dayroom, etc.
8. Responsible for clear, accurate reports that are in compliance with facility policy and procedure.
9. Escort residents between agencies, DOC facilities, courtrooms, or other sites.
10. Explains facility rules, policies and procedures.
11. Instructs residents on daily living skills, personal hygiene, and health care issues.
12. Intervenes as per policy in critical incident preventing, escape, injury, or property damage.
13. Provides a variety of security related functions such as count, shakedown, searches, etc.
14. Operates radios, computers, fire extinguishers etc.
15. Attends and successfully completes all required training.
16. Assists with the sanitation of building.
17. Maintains a positive image to the public.
18. Maintains confidentiality.
19. Performs related duties as assigned.

#### JOB REQUIREMENTS AND DIFFICULTY OF WORK WITH OR WITHOUT REASONABLE ACCOMODATION MAY INCLUDE:

1. Ability to abide by facility standards of conduct and all behavior expectations.
2. Ability to supervise and participate in various resident physical activities which could include, but not limited to: sitting/standing for long periods of time while observing activities.
3. Ability to assist and encourage residents to reach treatment goals.
4. Ability to provide supervision, safety, and security.
5. Ability to successfully operate all security equipment.
6. Ability to effectively communicate both orally and written.
7. Ability to observe residents and accurately recall details in order to write clear, concise reports.
8. Ability to recognize and report inappropriate behavior.
9. Ability to accept supervision and feedback.
10. Ability to adhere to facility dress code and grooming requirements.
11. Ability to issue verbal instructions with authority.
12. Ability to utilize mechanical restraints.
13. Ability to legally operate a motor vehicle.

14. Ability to work mandated overtime.
15. Ability to remain alert physically alert, mentally and emotionally for period of up to sixteen hours when required.
16. Ability to work within a culturally diverse environment.
17. Ability to test negative on all drug tests.
18. Ability to successfully complete all required training.
19. Ability to remain current on all mandatory certifications such as CPR and First Aid.
20. Ability to use timely and proper judgment when reacting to a critical incident.
21. Above average knowledge of facility policies and procedures.
22. Working knowledge of basic street slang and Security Threat Groups (STG).
23. Working knowledge of conflict resolution and crisis intervention techniques.
24. Working knowledge safety hazards precautions.
25. Knowledge of and ability to perform approved defensive techniques.
26. Knowledge of resident manipulation technique.
27. Possess positive role-model traits.
28. Possess general intelligence and aptitude.
29. Possess motor coordination skills.

RESPONSIBILITY WITH OR WITHOUT REASONABLE ACCOMODATION:

Incumbent is responsible for the safety and security of the facility and the well-being of both residents and staff. Incumbent is responsible for ensuring the implementation of proper procedures, regulations, and established rules. Incumbent is a member of a multi-disciplinary team. Supervises residents and assists in their progression toward successful completion of individualized and Court ordered goals. Others depend upon incumbent's ability to observe, report, and refer residents. Incumbent acts as a positive role model in use of language, demeanor, behavior, and dress. Incumbent interacts with both staff and residents in a respectful manner and understands that each individual is unique. Incumbent will strive to keep the workplace clean and orderly. Must be able to proactively identify and defuse problem situations. Consequence of error could be extreme if disturbances or escapes were to occur.

WORK RELATIONSHIPS WITH OR WITHOUT REASONABLE ACCOMODATION:

Incumbent is responsible for the development of a positive working relationship with residents and all treatment staff in a joint effort of affecting positive resident behavioral change. Incumbent is responsible for portraying a positive, profession image in all contact with the public which may occur through resident visitation of off-grounds escorts, activities, community service etc.

PHYSICAL/EFFORTWORK ENVIRNMENT WITH OR WITHOUT REASONABLE ACCOMDATION:

Incumbent will be required to stand and/or walk for extended periods of time in order to provide residents supervisions. A variety of physical abilities will be required in order to supervise residents. Keen observation and hearing skills are necessary in order to ensure the safety and security of the facility. Incumbent may be exposed to potentially violent residents or situations.

I have read and understand the above job description and its requirements. I have asked for clarification on items I may not understand. My signature indicates my ability to meet said requirements and successfully perform said duties.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Interviewer's Signature

\_\_\_\_\_  
Date