

## LANCASTER COUNTY CORRECTIONAL SPECIALIST I

### NATURE OF WORK

This is human service work providing direct services to incarcerated individuals in a correctional facility.

Work involves responsibility for interviewing, assessing and providing a variety of social services to incarcerated individuals by matching incarcerated individuals' everyday needs that they are unable to attend to as a result of their incarceration with outside agency services. Work will also involve organizing and providing recreational and non-clinical self-help activities and maintaining court ordered release from custody. Work also involves formulating and preparing reports summarizing services provided. Supervision is received from an administrative superior with work being reviewed in the form of reports, conferences and effectiveness of service provided.

### EXAMPLES OF WORK PERFORMED

Facilitate social and rehabilitative programs to incarcerated individuals; prepare monthly informational reports based on program services provided.

Assess incarcerated individual non-clinical intervention needs and organize and implement a variety of self-improvement activities and programs designed to meet specific needs of incarcerated individuals; assist in the recruitment, coordination and training of volunteers for incarcerated individual activities and programs; refer incarcerated individuals with identified needs to outside agency services for assistance as needed.

Participate on a variety of committees in order to establish and maintain a network system with outside agencies.

Maintain court ordered release from custody; review applications for court ordered release from custody; review release order received from the Court to ensure they are accurate, complete and comprehensive; investigate reports of violation of Court ordered release rules and prepares detailed reports of the investigations.

Coordinate and facilitate delivery of programmatic materials and activities to incarcerated individuals and maintain contact visitation; maintain a library of reading materials and coordinate access to all incarcerated individuals; ensure living units are adequately equipped with leisure activity items.

Perform related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the individual and group behavior of incarcerated individuals.

Knowledge of the principles, practices and methods utilized in the delivery of human services to incarcerated individuals and individuals experiencing behavioral problems including substance abuse.

Knowledge of the sociological, psychological and cultural factors influencing the behavior and attitudes of incarcerated individuals in a correctional facility.

Knowledge of the courts and criminal justice system.

Knowledge of the functions and services of community organizations and related human service agencies.

Knowledge of the rules and regulations pertaining to the operation of a correctional facility.

Ability to conduct investigative and interviewing practices.

Ability to understand and effectively communicate with incarcerated individuals having a variety of cultural mores, religious beliefs, customs and sexual preferences.

Ability to assess incarcerated individual needs and compile statistical reports based on services provided.

Ability to establish and maintain effective working relationships with incarcerated individuals, co-workers, court officials, attorneys, outside agency representatives and the general public.

Ability to communicate effectively both orally and in writing.

#### MINIMUM QUALIFICATIONS

Graduation from high school or equivalent supplemented by college-level coursework in the human or behavioral sciences or other specialized training program with six months of experience in a capacity related to the position; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENTS

Must be a citizen of the United States and be at least nineteen (19) years of age or older.

At the time of employment, must be fingerprinted and the fingerprint cards promptly submitted to the Nebraska State Patrol for a criminal history search; must be free of any convictions of crimes punishable by imprisonment in a state or federal penitentiary for a term of (1) year or more, from which a pardon has not been received.

Must submit to and successfully pass a substance abuse test.

Must be examined by a licensed physician and meet the medical requirements of the Corrections Department.