

UNION COUNTY

Job Description

JOB TITLE: Probation Services Counselor DEPARTMENT: Community Corrections

APPROVED BY: Community Corrections Director DATE: 08/14/2024

SALARY RANGE: Range 15 \$3,936 - \$5,343

PURPOSE OF POSITION: Performs complex and varied duties involving specialized knowledge of human behavior, departmental functions, policies, procedures and regulations; interacts with offenders, community partners and office staff; gather, review and report to officers or appropriate staff a variety of information pertaining to offenders and their supervision. Perform program services and other duties for offenders as assigned by Director and supervising officers; perform case management duties as assigned by Director or a probation/parole officer I or II. Employees are expected to demonstrate a high level of commitment, professionalism, and responsibility; abide by the policies and procedures and mission of the Union County Community Corrections Department and the Oregon Department of Corrections. Some evening and weekend work is required.

ESSENTIAL JOB FUNCTIONS:

1. Provide individual and group educational, cognitive, and life skills training for offenders to ensure maximum results from programs. These courses are provided under the umbrella of the CORE Program which includes, but is not limited to Life Skills, Thinking for a Change, Thinking for Good, and Moral Recognition Therapy (MRT).
2. Facilitate trauma groups for female offenders including Women's MRT and Women's Moving On.
3. Conduct needs assessments on all offenders that are seeking counseling. Formulate treatment relapse and prevention plans; work with offenders to establish personal goals and objectives.
4. Conduct intake interviews for the MRT program and other cognitive programming and orient incoming offenders to the program informing them about rules, policies, operations and the disciplinary process.
5. Provide crisis counseling to offenders; refer offenders to available community resources, such as Mental Health, Senior and Disability Services, and residential treatment as needed.

6. Maintain complete case files including interviews, assessments, services and probation progress; prepare case records in accordance with state and county regulations.
7. Create various forms to help with tracking completion of treatment and non-compliance of offenders.
8. Assist offenders in finding and maintaining employment; teach offenders resume building and interviewing techniques; counsel offenders in the development of good work habits and accomplishing goals; monitor places of employment.
9. Assist offenders in developing individualized budgets to meet requirements of a structured restitution program; help indigent offenders with accessing financial resources to meet the needs of their objectives and goals.
10. Attend periodic staff meetings, professional association conferences and training programs.
11. Monitor offenders that have been referred to day reporting for compliance. A written report and non-compliance notice is given to Probation Officer if offender stops reporting.
12. Conduct urinalysis screenings when needed under the guidance and direction of the supervising officer or Director.
13. Perform other duties as needed to fulfill the mission of the Union County Community Corrections Program.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREE ASSIGNED TO THIS JOB.

JOB QUALIFICATION REQUIREMENTS:

- Knowledge of behavior and adjustment problems of adult offenders and methods of treatment;
- Knowledge of individual and group counseling techniques;
- Knowledge of interview and assessment techniques;
- Knowledge of the criminal justice system including probation and parole;
- Knowledge of caseload management;
- Knowledge of community resources available to adult offenders.
- Proven ability to effectively facilitate trauma groups for female offenders.
- Ability to assess the needs of adult offenders and provide appropriate treatment plans;
- Ability to effectively counsel adult offenders;

- Ability to objectively evaluate information and make appropriate decisions;
- Ability to establish and maintain accurate and complete records and reports;
- Ability to access and interpret data in various computer databases;
- Ability to work independently with minimal supervision;
- Ability to communicate effectively with persons of various ethnic, racial and socioeconomic backgrounds both verbally and in writing;
- Ability to deal effectively with persons who may be hostile and abusive;
- Ability to understand and carry out oral and written directions;
- Ability to establish and maintain collaborative working relationships with other staff and community partners.

REQUIREMENTS: A Bachelor's Degree in a discipline applicable to the position and one year of experience in counseling, case management or group facilitation. Possession of a valid Oregon Driver's license with acceptable driving record. Any combination of education and experience which demonstrate the ability to perform the essential functions of the job may qualify.

SPECIAL REQUIREMENTS: Must pass a criminal background check. LEDS database operation certification and clearance.

DESIRABLE QUALIFICATIONS: First Aid Certificate and CPR Certification.

PHYSICAL DEMANDS OF POSITION: This position requires the ability to frequently sit, stand, communicate, reach and manipulate objects, tools and controls; mobility in diverse terrain and the ability to operate a motorized vehicle. Duties involve moving materials weighing up to 5 pounds on a regular basis, and up to 40 pounds on an infrequent basis. Manual dexterity and coordination are required while operating such equipment as computer keyboards and motorized vehicles.

WORK CONDITIONS: Work conditions include normal office settings, indoor and outdoor environments, including travel to and from the office. The position involves contact with individuals who may be hostile, abusive and under the influence of drugs/alcohol, mentally ill or who have communicable diseases.

SUPERVISORY RESPONSIBILITIES: Supervision is not a typical function assigned to this position; may provide training and orientation to newly assigned personnel, practicum students or volunteers on department policies and procedures.

SUPERVISION RECEIVED: The employee in this position reports to the Union County Community Corrections Director. When assisting parole and probation officers I and II in the supervision of adult offenders, will receive and report on general supervision expectations from those officers.