Correctional Counselor – MSW

**JOB DESCRIPTION:** Correctional Counselor – Claiborne County Jail

**DEPARTMENT:** Claiborne County Justice Center

**REPORTS TO:** Chief Deputy

**SUMMARY:** The employee is responsible for the delivery of the Jail counseling and social work programs including the stages of change program and the American Prison Data systems programs.

The Correctional Counselor is a management position.

The Correctional Counselor shall be supervised by the Chief Deputy regarding day-to-day administration/management affairs.

**MUST BE** currently be under supervision or obtain supervision by a licensed clinical social worker in order to function in this role.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may

be assigned.

• Coordinates and implements counseling services in the jail

• Coordinates and implements evidence-based programming in the jail

• Keeps records of inmates’ interactions and action plans

• Creates and maintains professional relationship with inmates to better serve them

• Act as a leader within the Justice Center

• Comply with all County Policies, Protocols, and Procedures

• Perform other duties as assigned

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**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must

be able to perform each essential duty satisfactorily. The requirements listed below are

representative of the knowledge, skill, and/or ability required. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION / EXPERIENCE:** Candidates must have a Master’s Degree from an

accredited College or University in Counseling, Social Work, or related fields. A minimum of two years’ experience in a progressively responsible position.

**COMPUTER SKILLS:** Knowledge of Microsoft Windows and Microsoft Office 365.

**LANGUAGE SKILLS:** Communicate effectively orally and in writing. Must have the ability

to conduct effective public relations programs and market efforts to further the county's

retention and development objectives.

**MATHEMATICAL SKILLS:** Ability to analyze and interpret statistical data and prepare

narrative summaries and statistical reports.

**OTHER SKILLS and ABILITIES:**

• A thorough knowledge of counseling strategies

• Working knowledge of computers and computer technology

• Ability to establish and maintain effective working relationships.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those

that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the

essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear. The

employee is occasionally required to stand, walk, and sit. Specific vision abilities required by

this job includes close vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT:** The work environment characteristics described here are

representative of those an employee encounters while performing the essential functions of this

job. Reasonable accommodations may be made to enable individuals with disabilities to

perform the essential functions. The noise level in the work environment is usually moderate.

While performing the duties of this job, the employee occasionally works in outside weather

conditions. The noise level in the work environment is usually moderate.

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**SAFETY:** All employees are expected, as a condition of employment, to adopt the concept that

the safe way to perform a task in the most efficient and the only acceptable way to perform it.

Safety adherence of performance will be considered an important measure of employee

performance evaluation. As such, the employee must:

• Comply with established safe work rules

• Report all accidents and injuries immediately and cooperate in all accident and injury

investigations, supplying full and complete information

• Submit recommendations for safety and efficiency, as well as report defective equipment and

unsafe conditions

• Know their exact duties in case of fire or catastrophe

• Use safety equipment provided for personal use in performing daily work assignments

• Only operate equipment trained and authorized to operate

• Provide public protection from unsafe conditions and hazards resulting from municipal work

operations

• Participate in special safety activities, as designated, such as Safety Committees, Job Safety

Analysis, special training, etc.