

Institution: San Quentin State Prison

JOB DESCRIPTION

Job Title: Correctional Counselor II (Specialist)
Position #: 095-222-9901-006
Division: Counseling
Department: Psychiatric In-Patient (PIP)
Reports To: Captain, AI
Prepared By: Robin Arvizo
Prepared Date: 8/30/2019
Approved By: _____

SUMMARY:

Under the general direction of the Health Care Access Unit Captain, this position is assigned to the Health Care Access Unit at San Quentin State Prison, and involves the management of a condemned population caseload in the Psychiatric In-Patient Unit to include performing peace officer duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: (other duties may be assigned):

- 40% Upon completion of a thorough evaluation of all case factors, the CCII shall attend Interdisciplinary Treatment Team (IDTT) meetings and classification committees on all cases assigned, making appropriate recommendations for placement in the Psychiatric In Patient (PIP) Unit or other institution and or departmentally approved programs, based upon the classification score, administrative determinants (i.e., escapes, medical, psychiatric needs), relevant case factors and various programs for which the inmate expresses interest.
- 35% The CCII shall interview assigned inmates prior to completing reports required in committees and document acquired information as appropriate. When the interview reveals that an inmate's current housing poses a threat to safety of persons and/or the security of the institution, the CCII shall make arrangements via the HCAU Lieutenant/Captain for appropriate housing. (This includes apparent psychological/medical needs.)
- 10% Provide routine and emergency casework service to assigned inmates, which may include, but are not limited to: Investigate requests from inmates for emergency telephone calls. Respond to contacts from family members or other interested parties and other agencies concerning inmates assigned to your caseload. Process Inmate Correspondence Request forms (CDC 1074). Prepare informal responses to inmate appeals. Serve as the institution Heat Plan Coordinator, ensure the Heat Medication List is distributed, collect monthly Heat Logs, complete monthly reporting memo for administrative signatures.
- 10% Attends all meetings, training and seminars as needed or required by DOM, including annual range qualification and other PC 832 requirements. Attend meeting regarding Health Care Access Unit issues as instructed by your supervisor. It is the CCII's responsibility to maintain communication with the supervisor to assure the completion of adequate OJT hours.
- 5% Perform special projects/assignments as directed by your supervisor, including, but not limited to: CCII reviews. Assignments as a Staff Assistant or Investigative Employee, assist/replace custodial staff during emergency situation and other related work.

NON-ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING: None noted.

SUPERVISORY RESPONSIBILITIES: None noted.

QUALIFICATIONS: 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.

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.

The following is a definition of the on-the-job time spent in physical activities:

Constantly: Involves 2/3 or more of a workday

Frequently: Involves 1/3 to 2/3 of workday

Occasionally: Involves 1/3 or less of workday

N/A: Activity or condition is not applicable

Standing: Occasionally - to utilize a photocopier, to file, shred, confer with other staff, or interview inmates.

Walking: Occasionally - to access printouts from the printer, obtain files or supplies, report to units, or confer with other staff.

Sitting: Constantly - to operate a computer terminal, complete paperwork, or utilize a telephone at a desk. Worker may stand and walk intermittently.

Lifting: Occasionally - to move paperwork, files, binders and office supplies weighing up to five pounds. A stack of files weighing up to 10 pounds may be very occasionally lifted.

Carrying: Occasionally - to move the above noted items short distances within the office.

Bending/Stooping: Occasionally - to access forms under a counter, or supplies or files on lower shelves or in lower drawers. Slight bending at the waist and neck may occur frequently during the day while working at a desk over paperwork.

Reaching in Front of Body: Frequently - to access a computer keyboard, answer a telephone, review files, operate a photocopier, or retrieve items from shelves or drawers.

Reaching Overhead: Occasionally - to retrieve files from the top shelves of a five-shelf vertical file.

Climbing: To utilize stairs

Balancing: To maneuver the uneven terrain in and around the institution.

Pushing/Pulling: Occasionally - to open and close drawers and binders.

Kneeling/Crouching: N/A.

Crawling: N/A

Fine Finger Dexterity: Frequently - to sort through paper, operate a computer and ten-key, and write notes.

Hand/Wrist Movement: Frequently - to operate a computer, telephone, photocopier, ten-key and other office equipment; to handle papers, files and binders; to open and close drawers and obtain supplies; and to write notes.

Driving Cars/Trucks/Forklifts or Other Moving Equipment: N/A

Hearing/Speech: Constantly - to communicate with co-workers and by telephone.

Sight: Constantly - to access a computer, read, review and generate paperwork.

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 Correctional Counselor II (Specialist) works in an open office area where each employee has their own desk area. Floors are carpeted/linoleum covered concrete and lighting is florescent. Temperatures are thermostatically controlled. The Correctional Counselor II (Specialist) may occasionally walk outside to obtain paperwork from another office, attend meetings, or meet with inmates.

MACHINES, TOOLS, EQUIPMENT, AND WORK-AIDS: Telephone, personal computer, printer, 10-key, copy machine, shredder, hole punch, paper cutter, and fax machine.

COMMENTS: Work hours vary Monday through Friday.

EMPLOYEE'S COMMENTS:

Print Employee's Name

Employee's Signature

Date

Supervisor's Statement: I have discussed the duties of the position with the employee.

Print Supervisor's Name

Supervisor's Signature

Date