



**Counselor**  
Correctional Institute

**CI/8**  
Grade 16/Non-Exempt

#### JOB SUMMARY

This position provides professional counseling services to a caseload of inmates at the Sumter County Correctional Institute/

#### MAJOR DUTIES

- Conducts one-on-one counseling with inmates to establish, implement and evaluate an effective case plan.
- Conducts orientation for all new inmates upon arrival.
- Maintains computerized management documentation for assigned case load.
- Provides individual and group counseling/case management for a caseload of inmates in a correctional setting.
- Reviews offender files and completes initial intake packages and/or need/risk evaluations within an established time frame.
- Responds to inmate requests.
- Conducts segregation hearings.
- Assists inmates during disciplinary procedures as requested.
- Evaluates offender and family counseling needs and makes proper referrals; serves as liaison between courts and community agencies.
- Makes referrals for evaluation testing.
- Teaches Substance Abuse and Re-Entry classes.
- Performs related duties.

## KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of case management principles.
- Knowledge of modern office practices and procedures.
- Knowledge of computers and job-related software programs.
- Skill in interpersonal relations.
- Skill in planning, organization and decision making.
- Skill in maintaining records and preparing reports.
- Skill in oral and written communication.

## SUPERVISORY CONTROLS

The Deputy Warden assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## GUIDELINES

Guidelines Georgia Department of Corrections policies and procedures, federal and state laws, counseling best practices, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

## COMPLEXITY/SCOPE OF WORK

- The work consists of varied counseling and case management duties. The unique needs of each inmate contribute to the complexity of the position.
- The purpose of this position is to provide counseling services to inmates. Successful performance contributes the successful rehabilitation of offenders.

## CONTACTS

- Contacts are typically with coworkers, other county employees, law enforcement officers, court personnel, attorneys, chaplains, family members, external service providers, representatives of state and federal agencies, and members of the general public.
- Contacts are typically to exchange information, motivate persons, resolve problems, and provide services.

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table.
- The work is typically performed in an office.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

## MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.