

CORRECTIONS SUPERVISOR

KIND OF WORK

Supervisory correctional work.

NATURE AND PURPOSE

An employee in this class is responsible for either supervising corrections agents in correctional casework and group work or for developing and improving guidance and disciplinary programs for juveniles in a correctional institution or camp. Responsibility may include assignment to a specialized function requiring considerable experience with the department. Assignments, direction and supervision are received from administrative personnel, and work is reviewed through conferences and reports.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Serves as a case consultant to and supervises several corrections agents and county probation agents who are carrying a caseload.

Serves as an assistant superintendent in a youth camp which involves the assignment of juveniles and guidance program employees to work details and the appraisal of their work accomplishments.

Keeps records and prepares reports covering work under the guidance program of the juveniles.

Leads case discussions and conducts supervisory conferences.

Makes evaluative summaries of the work performance of Corrections Agents.

Processes transfers of case between agents.

Assists the departmental training officer.

Maintains close working relations with the Department of Corrections, judicial officials, law enforcement agencies, community agencies and other state departments.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of modern principles and practices of social work with emphasis upon the rehabilitation of probationers and parolees.

Thorough knowledge of modern principles and practices of managing, guiding, training and counseling offenders in work programs and personal conduct.

Thorough knowledge of probation and parole theory and practice.

Thorough knowledge of community resources.

Thorough knowledge of the principles of casework and group work supervision, and the ability to transmit this knowledge to staff.

Skills in:

Evaluating and in formulating plans for treatment.

Ability to:

Establish and maintain effective public relations.

Plan, assign and supervise the work of employees and wards of the state.

Initiate correspondence, keep records and make reports.

Est.: 9/23/60  
Rev.: 5/17/65  
Rev.: 7/5/67  
Rev.: 6/78  
Ckd.: 8/92

T.C.: 4/84  
Former Title(s): Correctional  
Supervisor