

CORRECTIONS SECURITY CASEWORKER

KIND OF WORK

Advanced professional-level correctional security casework and group work in the Minnesota Department of Corrections.

NATURE AND PURPOSE

Under general supervision, provides services, supervision, assessment, case planning and release planning for a caseload of incarcerated offenders/residents committed to the Commissioner of Corrections. Ensure correctional program effectiveness and security are maintained and promote offender/resident change and successful reentry to the community while enhancing public safety.

This class is distinguished from other Corrections classes on the basis of its role in performing casework with offenders/residents in the Department of Corrections.

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

Supervises offenders in order to maintain facility security.

Counsels, directs and assists offenders on living conditions, employment assignments and family and personal problems in order to assist offenders/residents in facility adjustment.

Interviews and conducts assessments of offenders in order to gather information needed to prepare admission summaries and reports and develop case plans.

In collaboration with the offender and other stakeholders, develop appropriate release plans.

Communicates orally and in writing with internal and external stakeholders in order to gather and dispense information about offenders.

Assess offenders' risks, needs, and responsivity to target criminogenic needs for appropriate interventions.

Participate in facility or agency committees, review teams and meetings.

Coordinate and/or conduct offender groups such as cognitive behavioral programming.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Criminal justice system, Minnesota law, department policy and mission, current correctional philosophies, evidence-based practices (EBP), community services, and facility programming.

Security procedures sufficient to carry out responsibilities to maintain the security of the facility and public.

Current department casework and group work principles and practices sufficient to assist offenders in preparing for successful re-entry.

Special needs of adult or juvenile offenders/residents sufficient to propose realistic and effective interventions for those needs.

Interviewing techniques sufficient to develop a professional relationship to effect change in the offender.

Current correctional theory and practices sufficient to structure appropriate interactions with offenders.

Skill in:

Oral and written communication sufficient to prepare and present evaluations, write progress reports and make recommendations to stakeholders.

Human relations and conflict management skills sufficient to develop and maintain effective working relationships; work with diverse and/or adversarial/resistant individuals; and represent the department and offender with government officials, social services agencies, and other stakeholders.

Motivational interviewing sufficient to develop a professional relationship to effect change in the offender.

Use of computers, data bases, and software programs sufficient to search, collect and enter data, communicate, and write reports.

Ability to:

Identify the offenders' risk/needs and coordinate facility and community resources for successful re-entry.

Interpret and explain DOC policies and current legislative statutes and their impact to offenders throughout their obligation.

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Class Specification

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Remain flexible and utilize organizational and time management skills sufficient to prioritize a wide variety of issues.

Learn, retain, and apply information in a constantly changing legal and procedural environment.

Make presentations and facilitate groups.

Evaluate and interpret case material and develop case and release plans for addressing offenders' needs.

Manage workload with guidance and supervision.

Collaborate with offenders and other stakeholders to recommend programming and release planning options that enhance public safety and offender change.

Investigate and gather data from available resources to compile reports.

Develop and utilize EBP skills.

Coordinate offender-related processes with internal and external stakeholders.

Est.: 12/76

Rev.: 1/18

Ckd.: 10/91, 12/07

T.C.: 4/84

Former Title(s): Correctional Security
Caseworker