

**STATE OF OHIO (DAS)**  
CLASSIFICATION  
SPECIFICATION

<b><u>CLASSIFICATION SERIES:</u></b> Correctional Program	<b><u>SERIES NO.:</u></b> 6932
<b><u>MAJOR AGENCIES:</u></b> Rehabilitation & Correction, Mental Health & Addiction Services and Youth Services only	<b><u>EFFECTIVE:</u></b> 06/28/2015

**SERIES PURPOSE:**

The purpose of the correctional program occupation is to coordinate & implement social & rehabilitative programs in correctional facilities. At the lower level, incumbents plan &/or deliver social program services for an assigned unit or specialty area. At the higher level, incumbents develop and coordinate programs for an assigned unit or specialty area.

The series does not include incumbents who implement or coordinate social programs in a non-correctional facility environment (see social program).

Note: Classification series is reserved for use by Ohio Department of Rehabilitation & Correction, Ohio Department of Mental Health & Addiction Services and Ohio Department of Youth Services only.

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>
Correctional Program Specialist	69321	10	08/24/2014

**CLASS CONCEPT:**

The developmental level class works under general supervision & requires working knowledge of correctional social programs & program techniques in order to plan &/or deliver social & rehabilitative program services for assigned unit (e.g., substance abuse, sex offenders, general population) in correctional facility.

<b><u>JOB TITLE</u></b>	<b><u>JOB CODE</u></b>	<b><u>PAY GRADE</u></b>	<b><u>EFFECTIVE</u></b>
Correctional Program Coordinator	69323	11	06/28/2015

**CLASS CONCEPT:**

The full performance level class works under direction & requires considerable knowledge of correctional social programs & program techniques in order to develop & coordinate social & rehabilitative programs (e.g., substance abuse, sex offenders, general population) in correctional facility.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Correctional Program Specialist	69321	012	08/24/2014	10

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Plans &/or delivers social &/or rehabilitative program services for assigned unit in correctional facility (e.g., substance abuse, sex offenders, general population), coordinates activities with other treatment units, volunteers &/or community service providers, participates in development of individual treatment &/or pre-parole plans by assessing risks, needs & progress of inmates/juveniles, prepares security classification instruments & recommends changes in social programs.

Interviews inmates/juveniles for inclusion in programs; collects personal & family information; provides social &/or rehabilitative program counseling for individuals & groups; orients new inmates/juveniles to facility &/or program; intervenes in crisis situations; refers inmates/juveniles to other treatment units; interviews inmates/juveniles for jobs within institution.

Contacts &/or meets with community service providers &/or governmental agencies to arrange services; contacts courts & law enforcement agencies regarding status of inmates/juveniles; maintains communication with family members of inmates/juveniles regarding variety of problems; maintains visiting lists, work assignments & other records; serves on committees & attends interdisciplinary meetings.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of social or behavioral science or criminal justice or comparable field; community resources regarding employment, social services policy & program planning & analysis\*; counseling/ interviewing techniques. Ability to define problems, collect data, establish facts & draw valid conclusions; gather, collate & classify information about data, people or things; handle emergencies & sensitive contacts with inmates/juveniles or family members; prepare concise, meaningful & accurate reports.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Completion of undergraduate core program in social or behavioral science or criminal justice or comparable field.

-Or completion of courses required for associate degree in social or behavioral science or criminal justice or comparable field.

-Or 2 yrs. exp. in social or behavioral science or criminal justice field which must include all of the following responsibilities: report writing, record keeping, interviewing, counseling & contact with social service agencies.

-Or equivalent of Minimum Class Qualifications for Employment noted above.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to potentially dangerous inmates/juveniles; may be required to work weekends & travel; work is on fixed shift basis.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Correctional Program Coordinator	69323	012	06/28/2015	11

**JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)**

Develops & coordinates social &/or rehabilitative programs (e.g., substance abuse, sex offenders, general population) in correctional facility, monitors work of specialists & others involved in program activities, plans & schedules program activities, develops & implements program policies &/or procedures, monitors attendance & participation/progress of inmates/juveniles in substance abuse programs, & reviews case files & terminations.

Provides social &/or rehabilitative program counseling for inmates/juveniles &/or family members; coordinates activities with other treatment units, volunteers &/or community service providers; develops individual treatment plans; intervenes in crisis situations; refers inmates/juveniles to other treatment units; coordinates & monitors procedures related to inmate/juvenile drug testing.

Contacts &/or meets with community service providers &/or governmental agencies to coordinate services; contacts courts & law enforcement agencies regarding inmate/juveniles activities; attends seminars &/or conferences; monitors & reviews program records.

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of social or behavioral science or criminal justice or comparable field; community resources regarding employment, social services policy & program planning & analysis; social program counseling; interviewing. Ability to define problems, collect data, establish facts & draw valid conclusions; handle emergencies & sensitive contacts with inmates/juveniles or family members; prepare concise, meaningful & accurate reports.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Must hold current certification or credentials in one of following:

- Licensed Chemical Dependency Counselor II (LCDC II)
- Licensed Chemical Dependency Counselor III (LCDC III)
- Licensed Independent Chemical Dependency Counselor (LICDC)
- Licensed Independent Social Worker (LISW) by State of Ohio Counselor & Social Worker Board.
- Professional Clinical Counselor (PCC) by State of Ohio Counselor & Social Worker Board.
- Professional Counselor (PC) by State of Ohio Counselor & Social Worker Board.
- Licensed Social Worker (LSW) by State of Ohio Counselor & Social Worker Board.
- Licensed Physician by State of Ohio Medical Board.
- Licensed Psychologist by State of Ohio Board of Psychology.
- Registered Nurse by Ohio Board of Nursing.
- Psychology Assistant as defined in paragraph (B) (14) of Ohio Administrative Rule 3793: 2-1-11.

**TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:**

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

May be exposed to potentially dangerous inmates/juveniles; may be required to work weekends & travel.