

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

Correctional Program

**SERIES NO.:**

6932

**MAJOR AGENCIES:**

Rehabilitation &amp; Correction only

**EFFECTIVE:**

04/26/2009

**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 levels, incumbents develop and coordinate or develop, oversee and supervise 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 only.

**JOB TITLE**

Correctional Program Specialist

**JOB CODE**

69321

**PAY GRADE**

10

**EFFECTIVE**

02/19/1995

**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.

**JOB TITLE**

Correctional Program Coordinator

**JOB CODE**

69323

**PAY GRADE**

11

**EFFECTIVE**

8/3/2008

**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.

**JOB TITLE**

Correctional Program Supervisor

**JOB CODE**

69325

**PAY GRADE**

11

**EFFECTIVE**

04/26/2009

**CLASS CONCEPT:**

The supervisory level class works under general direction & requires thorough knowledge of correctional social programs & program techniques in order to develop & oversee social & rehabilitative programs (e.g., substance abuse, sex offenders, general population) in correctional facility & supervise social &/or rehabilitative program unit staff.

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Correctional Program Specialist	69321	012	02/19/1995	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, prepares security classification instruments & recommends changes in social programs.

Interviews inmates for inclusion in programs; collects personal & family information; provides social &/or rehabilitative program counseling for individuals & groups; orients new inmates to facility &/or program; intervenes in crisis situations; refers inmates to other treatment units; interviews inmates 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; maintains communication with family members of inmates 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 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; 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	8/3/2008	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 in substance abuse programs, & reviews case files & terminations.

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

Contacts &/or meets with community service providers &/or governmental agencies to coordinate services; contacts courts & law enforcement agencies regarding inmate 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 or family members; prepare concise, meaningful & accurate reports.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Must hold current certification or credentials in one of following:

- Chemical Dependency Counselor Assistant (CDCA)
- 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.

NOTE: \*Non-state employees will not be considered who possess CCDC I, II, or III unless they possess or are eligible to possess one of the certifications or credentials listed in the minimum qualifications excluding the CDCA. Current state employees who possess CCDC I, II, or III must possess one of the certifications or credential listed in the minimum qualifications prior to the invalid date.

- \*Certified Chemical Dependency Counselor 1 (CCDC 1) will be invalid 12/23/2008 per Ohio Revised Code 3793.07.
- \*Certified Chemical Dependency Counselor II or III (CCDC II or III) will be invalid 06/13/2007 per Ohio Revised Code 3793.07.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

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

<u>JOB TITLE</u>	<u>JOB CODE</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY GRADE</u>
Correctional Program Supervisor	69325	EX	04/26/2009	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.)**

Supervises social &/or rehabilitative program unit, assigns & reviews work & evaluates work performance of & provides guidance & training to unit staff.

Plans, develops & organizes social &/or rehabilitative programs (e.g., substance abuse, sex offenders, general population) in correctional facility; evaluates & monitors work of specialists, coordinators &/or others involved in program activities; prepares budget & monitors expenditures for program; provides social &/or rehabilitative program counseling for inmates &/or family members; develops & implements unit policies procedures.

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

**MAJOR WORKER CHARACTERISTICS:**

Knowledge of social or behavioral science or criminal justice or comparable field; supervisory principles/techniques\*; 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 or family members; prepare concise, meaningful & accurate reports.

(\*)Developed after employment.

**MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:**

Must hold current certification or credential in one of following:

- 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.
- Licensed Physician by State of Ohio Medical Board.
- Licensed Psychologist by State of Ohio Board of Psychology.
- Registered Nurse by Ohio Board of Nursing.

In addition to one of the above, must also have:

9 mos. trg. or 9 mos. exp. in social program interviewing &/or counseling.

-Or 12 mos. trg. or 12 mos. exp. in social program interviewing &/or counseling.

-Or 6 mos. exp. as Correctional Program Coordinator, 69322.

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

Not applicable.

**UNUSUAL WORKING CONDITIONS:**

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