

PROGRAM SPECIALIST (PRE-RELEASE SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this position coordinates and conducts program planning, development, evaluation, monitoring and control activities in the provision of services for the Department of Correction's Pre-Release Services program. This program is designed to provide a full range of pre-release services to both sentenced and unsentenced adults and minors (ages 16-24) who are incarcerated at the facility. Responsibilities also include working in the community and in the facility for Work Release, Education Release and Furlough programs. Provide outreach for re-entry support and assess community-based program effectiveness. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Gathers information through surveys and research for the purpose of formulating program components, policies and procedures designed to ease the assimilation of ex-offenders into the community;

Designs or selects criteria for program effectiveness, conducts program observations and monitoring, prepares detailed observation and monitoring records, determines any program weaknesses and their causes, and formulate suggested corrective action plans;

Maintains monthly, quarterly and annual statistics;

Coordinates discharge plans with community resources, monitors and tracks referrals made to community based agencies for released ex-offenders and prepares monthly reports on referral outcomes;

Recruits and screens inmates for correctional facility programs;

In conjunction with the Classification Officer, establishes and maintains case records of inmate applicants for program services;

Develops contacts and establishes a network with social service agencies in the region and arranges for their participation in the program;

Works collaboratively with other human services already existing within the system;

Provides individual and family counseling to inmates and their families within and outside the correctional facility;

Interviews inmates at the time of classification, establishes and maintains case records so that each inmate may be best served by departmental pre-release services;

Conducts individual and group counseling sessions for all enrolled;

Prepares, implements and performs formalized seminars, presentations and groups on various aspects of pre-release services;

Coordinates the work of social workers, program staff and service providers and translates department policy to them;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Evaluates, counsels, and refers suicidal and homicidal patients to the psychiatrist and notifies the department of the need for close watch;

Functions as liaison with representatives of legal system on behalf of inmate (i.e., attorneys, parole, probation officers, and child protective workers);

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the problems effecting those individuals recently incarcerated; good knowledge of appropriate laws, rules, regulations, policies and procedures as they apply to the post release services program; good knowledge of the methods and techniques of interviewing and counseling for the purpose of resolving the problems of inmates about to be released; good knowledge of appropriate community resources to assist and support this program including day care services, G.E.D. and college career opportunity and employers interested in providing job opportunities; ability to identify program problem areas and to formulate realistic solutions; ability to design guidelines and procedures to effectively implement this program and necessary changes; ability to express oneself effectively, both orally and in writing; ability to establish and maintain effective working relationships; ability to interview and counsel program participants in order to identify individual problems and to develop appropriate strategies to deal with those situations; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; good judgment; tact; patience; initiative; resourcefulness; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in one of the Social or Behavioral Sciences and two years of experience where the primary function was professional counseling.

SUBSTITUTION: A Master's Degree* in one of the Social or Behavioral Sciences may be substituted at the rate of 30 credits per year of experience for up to two years of the required experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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Job Class Code: C1917
Job Group: X