

CORRECTION SOCIAL WORK ADMINISTRATOR**NATURE OF WORK IN THIS CLASS:**

Administers the programs and activities of the Casework and Counseling Services Division of the Department of Corrections.

ILLUSTRATIVE EXAMPLES OF WORK:

(These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Administers programs and activities of the Casework and Counseling Services Division.

Identifies, analyzes and interprets specific unmet needs of individuals and group of individuals; translates such needs into essential functions.

Organizes the Casework and Counseling Services Division programs and assists in coordinating these services with similar or other organizations providing related services.

Develops and administers rehabilitative program policies, plans and procedures.

Represents the department in meetings and conferences with other community agencies and groups.

Evaluates staff performance; directs staff development and training programs.

Prepares division's budget in accordance with laws and administrative guidelines.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES & SKILLS:

Knowledge of the principles, practices, and techniques of social work, particularly relating to rehabilitative approach and methods, and social adjustment of criminals.

Knowledge of corrections social work programs, regulations, policies and other appropriate resources.

Knowledge of the principles and practices of management and administration.

Knowledge of casework and group work methods and principles.

Ability to plan, assign, supervise and direct the work of professional and clerical staff.

Ability to analyze and evaluate technical information and reports of subordinate professional staff.

Ability to make decisions in accordance with appropriate program guidelines.

Ability to maintain records and prepare reports.

Ability to work effectively with inmates, the public and employees.

Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING:

- a) Graduation from an accredited college or university with a Master's Degree in the Social or Behavioral Sciences, plus five years of progressively responsible experience in correctional social work or closely related field, three years of which must have been in a supervisory or administrative capacity; or
- b) Graduation from an accredited college or university with a Bachelor's Degree in the Social or Behavioral Sciences, plus seven years of progressively responsible experience in correctional social work or closely related field, two years of which must have been in a supervisory or administrative capacity.

Established: May, 1988
Pay Range: 53



NORMA J. AFLAGUE
Executive Director
Civil Service Commission