

## **TRANSITION COUNSELOR**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a professional level position in the Correction Division of the Sheriff's Department which involves the delivery of psychotherapy and case management services for offenders who have been identified with social, emotional, behavioral, adjustment or other related difficulties and are due to transition from the correctional facility to the local community. Such services will be delivered generally within the context of transitional programming; however, the incumbent may be called upon to offer services to other incarcerated persons as well. Professional services will include non-forensic assessment, evaluation, treatment, psycho-educational counseling, case management, discharge planning, and post-release follow-up. The incumbent will also be consulted for assistance in development, maintenance and/or change in transitional programming. Additional responsibilities include management of outcome measures, interface with correctional staff, co-facilitation with program officers, participation in multidisciplinary case meetings, and involvement in measures outside of the correctional facility that are deemed beneficial to the enhancement of transitional programming. As such, the incumbent will support program growth and efficiency through interagency, community, and interpersonal collaboration. The work is performed under the general direction of administrative staff. Supervision of others is not a normal function of the position, although direction may be given to correctional staff assigned to the transition program.

### **TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Maintains a caseload, providing inmates with individual, group, and/or family therapy;
2. Conducts clinical interviews for the purpose of non-forensic assessment and evaluation of transitional and/or treatment needs;
3. Formulates individual transition / treatment plans as appropriate, given individual needs;
4. Contacts and works with community agencies, rehabilitation and educational centers, the courts, and private entities to facilitate the delivery of community transition, service and/or treatment;
5. Coordinates the facilitation of transition as appropriate or indicated with other agencies such as the Public Defender's Office, the Department of Mental Hygiene, the Office of Probation and Community Corrections, or the Department of Social Services;
6. Refers as appropriate to the Department of Mental Hygiene case management staff;
7. Interacts with and trains correctional program staff in matters related to transitional programming and/or the delivery of various treatment modalities;
8. Assists in the evaluation of outcome data and analysis;
9. Maintains case records and confidential materials.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles and theories of modern social casework, including the factors which contribute to incarceration (i.e., mental illness, social status, lack of education/training, pro-criminal attitude, antisocial associations, temperamental/situational factors) in order to oversee all clinical aspects of transition programming including evaluation, plan development and implementation, and overall assessment;

Knowledge of local governmental and private agencies capable of offering appropriate services to transitioning offenders in order to best develop plans that will enhance each individual's chance of

**TRANSITION COUNSELOR** (Cont'd)

**FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:** (Cont'd)

successful transition to the community;  
Ability to maintain individual and group caseloads commensurate with need within the Dutchess County Jail population;  
Ability to communicate effectively, both orally and in writing, with members of various socio-economic groups and program providers;  
Ability to maintain detailed clinical records and to compile statistical evaluations;  
Ability to actively participate in multidisciplinary forums, groups and meetings;  
Ability to work in a jail environment;  
Personal characteristics necessary to perform the duties of the position;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Current licensure as a Licensed Master Social Worker (LMSW) by the New York State Department of Education and one (1) year of licensed social work experience which primarily involved counseling a criminal offender population.

HU9203

ADOPTED: 01/01/00

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