

LORAIN/MEDINA COMMUNITY BASED CORRECTIONAL FACILITY

Job Description

Program Specialist/Facilitator

Reporting relationship: Position reports to Program Director

Work schedule: Varying work hours including weekends may be required.

Date established: August-07

Date revised: 5/08, 11/12

Salaried position.

Summary of Duties & Responsibilities:

Overview-

Under the direct supervision of the Program Director, Program Specialists are responsible for the implementation of the treatment modality and the facilitation of classes.

Duties & responsibilities (illustrative examples)-

I. Programming duties-

1. Facilitates groups and teaches classes as applicable.
2. Facilitates and documents family sessions for residents on individual caseload.
3. Performs orientation procedures for incoming residents which involves familiarizing new residents with behavioral expectations and, answering initial questions and addressing concerns.
4. Provides progress reports. Such updates will reflect the resident's behavior, and require awareness and perception of the individual problems and interactions, as well as measure progress on the personalized program plan.
5. Provides daily positive interactions with residents. This includes activities such as problem solving, goal setting, counseling and serving as a positive role model, with appropriate personal conduct, manners and appearance.
6. Oversees community service sites and schedules.
7. Coordinates employment search and employment schedules.

II. General duties-

1. Promoting the Lorain/Medina C.B.C.F. philosophy of positive offender intervention.
2. Maintains strict confidentiality with respect to all information obtained and processed in the operation of the Lorain/Medina C.B.C.F. facility.

III. Operational duties-

1. Accountable for individually assigned facility keys consistent with Lorain/Medina C.B.C.F. policy and procedure.

2. Enforces rules, policies and procedures of the program. May be required to perform pat-downs or strip searches of residents after outside outings. May assist in transportation when needed. May obtain and monitor urine specimen/collection from residents.
3. Participates in facility searches whenever necessary.
4. Exchange pertinent information among all staff.
5. Makes necessary and timely entries for resident records, related documents (documentation of daily activities in daily log, notation of inpatient information in resident file) and operational forms (example: Incident Reports).
6. Participates in services and continuing education program when appropriate and feasible. Completes a minimum of forty (40) hours of in-service training per year.
7. Performs other duties as assigned.

Note- This job description shall in no way be construed as a limitation of the authority of supervising personnel to assign tasks which are not listed in the job duties section to employees under their direct or indirect supervision.

Minimum requirements-

Education	Education BA/BS in social work, sociology, psychology, criminal justice or related field.
Experience	Experience in corrections, counseling, social work, drug treatment, community mental health, or a related area with two (2) years experience with human services delivery in a residential/correctional setting preferred.
Skills	<p>Knowledge of crisis intervention techniques.</p> <p>Knowledge of drug/alcohol abuse evaluation, treatment and testing.</p> <p>Knowledge of local treatment programs.</p> <p>Knowledge of domestic violence and child abuse.</p> <p>Knowledge of holistic wellness.</p> <p>Knowledge of community services.</p> <p>Ability to coordinate fellow staff in a team approach.</p> <p>Knowledge of psychological assessments.</p> <p>Knowledge of cognitive behavioral theory and interventions.</p> <p>Knowledge of counseling or social work in a corrections setting.</p> <p>Knowledge of human relations.</p> <p>Knowledge of safety practices and procedures.</p> <p>Ability to work under stressful conditions.</p> <p>Ability to work a 40 hour week.</p> <p>Ability to develop and maintain effective working relationships with residents,</p>

associates, supervisors, and general public.

Ability to develop and maintain records and prepare routing reports.

Ability to recognize abnormal conditions and take appropriate actions.

Skilled in oral and written communication.

Any specialized licensing or certification will be helpful.

Note- Employee is required to maintain ORAS certification for quality assurance audits.

Unsatisfactory work or failure to maintain required standard of performance may result in disciplinary action being taken up to, and including, termination.

Employee is required to maintain current First Aid and CPR certification. Failure to do so may result in disciplinary action being taken up to, and including, termination.

Automobile, automobile liability insurance, and an acceptable driving record is required. Valid Ohio operator's permit required.