

CLASS SPECIFICATION FOR
Rehabilitation Counselor

GENERAL STATEMENT OF DUTIES: Provides rehabilitation, work release and counseling services to offenders; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Counsels with offenders to establish a rehabilitation program both during confinement and while on work release. Programs of rehabilitation treatment services are individually planned, utilizing a variety of academic and vocational studies, work assignments, recreational activities, and psychological and medical services which are available through the facility. Assists inmates individually and in groups to identify problems and seek solutions to these. Counsels with inmates on personal and family problems. Supervision is received from the Inmate Classification Supervisor.

EXAMPLES OF WORK (illustrative only):

- Plans programs of rehabilitative treatment for inmates;
- Explains rehabilitative services available through the facility;
- Refers inmates to programs such as educational and vocational classes;
- Counsels with and monitors inmates on work release programs;
- Counsels offenders individually or in groups in identifying problems of their behavior, in recognizing their interest and potential for being constructive citizens, in resolving personal problems and in understanding the requirements and purposes of institutionalized life;
- Assists offenders in understanding personal and procedural matters involving family contacts, reclassification, outside correspondence, job placement and pre-release preparation;
- Meets with employers, correctional officers, teachers, and jail staff to review the performance of offenders;
- Maintains case records and writes reports on rehabilitation of offenders;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Knowledge of rehabilitation counseling; some knowledge of detention facility rehabilitation programs, services and policies; ability to interview offenders; ability to establish and maintain a counseling relationship with offenders; good judgment.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in rehabilitation counseling, corrections, social services, psychology or a related field; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession of a valid driver's license issued by the State of Virginia. Must be a citizen of the United States.