

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code

1. PRSNCSR

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency CFA FACILITY
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Correctional Facilities
4. Civil Service Position Code Description PRISON COUNSELOR-E	10. Division Housing
5. Working Title (What the agency calls the position) Case Manager	11. Section
6. Name and Position Code Description of Direct Supervisor RESIDENT UNIT MANAGER-2	12. Unit W22
7. Name and Position Code Description of Second Level Supervisor ASSISTANT DEPUTY WARDEN-3	13. Work Location (City and Address)/Hours of Work Various CFA Facility 8:00 a.m. to 4:30 p.m. Monday thru Friday

14. General Summary of Function/Purpose of Position

Position functions as a professional prison counselor in a prison housing area. This position requires completing a variety of functions related to case work and assisting prisoners with questions they may have and to act as a resource person for the prisoner population as well. The person is a member of the Housing Unit Administrative Team and works also with the RUM, Sgt's, and Housing Unit Corrections officers to manage a housing unit and its' operations. This position also evaluates prisoner's behavior to determine progress made through treatment programs in accordance with policy and procedure.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 50

Provides counseling to prisoners on caseload. Evaluates prisoner behavior and records progress on treatment programs. Completes paperwork related to prisoner file management ensuring that documents are processed in a timely and accurate manner per requirements of MDOC Policy and Procedure.

Individual tasks related to the duty:

- Provides general vocational, academic, social, and personal counseling to individual prisoners.
- Makes appropriate referrals to health services, chaplain, psych services, and maintains contacts with accounting, quartermaster, property room school, prisoner services and other housing and unit line staff regarding custody and security issues.
- Explains facility operations, programs, and rules to prisoners.
- Prepare progress reports, PER and other documents required by the Parole Board.
- Maintains records and prepares reports and correspondence related to the work.
- Serves as Hearings Officer for Class III prisoner misconducts.
- Completes property hearings to determine allowable prisoner personal property.
- Enters case notes in written or electronic form.
- Reviews file for sanctions and makes appropriate notifications.
- Prepares Time Reviews, Security Classification Reports and other documents as required.
- Processes visitor applications and all related paperwork.
- Prepares appropriate and timely responses to prisoner kites and grievances.
- Makes contact and provides information to prisoner families, MDOC staff, advocacy groups and others as appropriate.
- As part of the housing unit administrative team the position will be part of daily rounds to allow for observation of day-to-day operations, conditions of prisoner areas allowing them to assess prisoner conduct, prisoners on caseload that are under special restrictions and/or observation.
- Other duties as assigned.

Duty 2

General Summary:

Percentage: 50

Ensures prisoners access to required programming and educational services in an effort to promote prisoner success in accordance with MDOC and facility Mission and Goals.

Individual tasks related to the duty:

- Completes COMPAS/CASE PLAN/PREA Risk Assessments utilizing department computerized database and other necessary electronic and file records. Interviews prisoner to obtain necessary personal information and to explain programming needs to the prisoner.
- Conducts prisoner programs as assigned including CFA mandated counseling programs.
- Works with Classification Director to ensure access to needed programming.
- Utilizes department computerized database to ensure proper prisoner movement to and from programming and other activities.
- Serve as critical part of the Programming Team in attempt to affect positive behavioral change that will lead to prisoner success in the community.
- Evaluate prisoner's behavior and progress in meeting programming needs.
- Other duties as assigned.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Hearings Officer for Class III Misconducts. Conduct administrative hearings for prisoner property, etc. Prepare prisoner transfer orders, Security Classification Screens, COMPAS/CASE PLAN/PREA Risk Assessment documentation. Process prisoner disbursements and other paperwork necessary for management of caseload.

17. Describe the types of decisions that require the supervisor's review.

Confer with supervisor regarding employee issues and other significant issues regarding prisoner on caseload or housing unit operations.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Ability to walk and climb stairs. Daily rounds of unit and prisoner cells. Carrying prisoner files, supplies, etc. Responding to critical incidents. Stationed at work desk/computer for extended periods of time.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Implementing individualized treatment programs intended to modify behavior of prisoners. Maintain necessary records to manage prisoner caseload

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

No major changes with duties, updating terminology

25. What is the function of the work area and how does this position fit into that function?

The work area is responsible for the custody and security of prisoners. Responsible for managing a prisoner housing unit and the programming of the prisoners on the unit caseload.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

USE AUTO POPULATE IN PARIS

EXPERIENCE:

USE AUTO POPLUATE IN PARIS

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of correctional facility custody rules, regulations, and procedures

CERTIFICATES, LICENSES,
REGISTRATIONS:

None.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

none

I certify that the entries on these pages are accurate and complete.

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date