

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

Position Code 1. PRSNCSRE---R

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 DOC-BROOKS FACTY/MUSKEGON TEMP
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Corrections Facilities Administration
4. Civil Service Position Code Description Prison Counselor-E	10. Division Earnest C. Brooks Correctional Facility
5. Working Title (What the agency calls the position) Prisoner Counselor	11. Section Administration
6. Name and Position Code Description of Direct Supervisor ; RESIDENT UNIT MANAGER-2	12. Unit Housing
7. Name and Position Code Description of Second Level Supervisor DAVIS, PAUL; ASSISTANT DEPUTY WARDEN-3	13. Work Location (City and Address)/Hours of Work 2500 S Sheridan, Muskegon, MI 49444 / Monday - Friday: 8:00 am - 4:30 pm
14. General Summary of Function/Purpose of Position Position functions as a professional prison counselor in prison housing units at the Earnest C. Brooks Correctional Facility a secure Level I facility housing 1,280 male prisoners. The position completes a variety of assignments to carry out the activities of a prison treatment program and the activities necessary to maintain a prison housing unit. Position evaluates prisoners' behavior to determine progress made through treatment programs and maintains the housing unit in accordance with policy and procedure. The position is located within the secure perimeter of the facility.	

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 in the housing unit.
- Makes appropriate referrals to health services, chaplain, psych services, and maintains contacts with accounting, quartermaster, property room, school, prisoner services and other housing unit line staff regarding custody and security issues.
- Explains facility operations 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.
- Responds to inquiries from prisoner families, MDOC staff, advocacy groups and others as appropriate.
- Other duties as assigned.

Duty 2

General Summary:

Percentage: 25

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/TAP utilizing OMNI and other necessary electronic and hard copy records. Interview's prisoner to obtain necessary personal information and to explain programming needs to the prisoner.
- Conducts prisoner programs as assigned.
- Works with Classification Director to ensure access to needed programming.
- Utilizes OCMS to ensure proper prisoner movement to and from programming and other activities.
- Serve as critical part of Housing Unit and 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.

Duty 3

General Summary:

Percentage: 25

Maintains general operations of assigned housing unit(s).

Individual tasks related to the duty:

- Makes daily rounds of the unit and to prisoner cells as assigned.
- Monitors and orders unit supplies and forms.
- Maintains files and policy and procedure books and other manuals as necessary.
- Ensures prisoner property room is maintained appropriately.
- Coordinates elections and meets with prisoner elected representatives to resolve housing unit issues.
- Assists with prisoner store, Secure Pak, JPay, Kiosk, mail, accounting, food service, health care and programming issues.
- Prepares monthly report to the RUM regarding housing unit activities and issues.
- Submits maintenance requests for necessary unit repairs.
- Conducts sanitation inspections and reviews hazardous materials and other storage inventories.
- Conducts fire safety inspections.
- Ensures unit is maintained in a clean and sanitary condition through the employment of prisoner porters.
- Monitors laundering and exchange of linens, blues, etc.

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/TAP documentation. Process prisoner disbursements and other paperwork necessary for management of caseload. Order supplies and other items necessary for unit operations.

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

Confer with supervisor regarding employee issues and other significant issues regarding prisoners 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. Inherent dangers associated with working with and around prisoners.

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):

- | | |
|---|--|
| <input type="checkbox"/> Complete and sign service ratings. | <input type="checkbox"/> Assign work. |
| <input type="checkbox"/> Provide formal written counseling. | <input type="checkbox"/> Approve work. |
| <input type="checkbox"/> Approve leave requests. | <input type="checkbox"/> Review work. |
| <input type="checkbox"/> Approve time and attendance. | <input type="checkbox"/> Provide guidance on work methods. |
| <input type="checkbox"/> Orally reprimand. | <input type="checkbox"/> 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. Assigned to a housing unit in a correctional facility overseeing the activities to ensure proper security, cleanliness, and policies and practices are maintained.

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

None

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. This position is an essential component of the housing unit and programming team. 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:

Possession of a bachelor's degree in criminal justice, correctional administration, criminology, psychology, social work, counseling and guidance, child development, sociology, school social work, social work administration, family relations, human services, or theology.

EXPERIENCE:

Prison Counselor 9

No specific type or amount is required.

Prison Counselor 10

One year of professional experience providing prison counseling services equivalent to a Prison Counselor 9.

Prison Counselor P11

Two years of professional experience providing prison counseling services equivalent to a Prison Counselor, including one year equivalent to a Prison Counselor 10.

Alternate Education and Experience

Prison Counselor 9

Education level typically acquired through the completion of high school and one year as an Assistant Resident Unit Supervisor 11 or Corrections Shift Supervisor 11; or, two years as a Corrections Field Services Assistant E10, Corrections Medical Unit Officer E10, Corrections Resident Representative E10, Corrections Security Representative E10, Corrections Transportation Officer E10, Resident Unit Officer E10, or Special Alternative Incarceration Officer E10; or, three years as a Corrections Medical Officer E9 or Corrections Officer E9; or, four years as an ECP Group 3 supervisor with significant prisoner contact.

OR

Possession of a bachelor's degree in any major and one year of Department of Corrections experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of: correctional facility custody rules, regulations, and procedures; individual and group counseling techniques; psychological and social problems in a correctional setting; goals and objectives of correctional treatment services; and security procedures. Ability to: obtain and evaluate pertinent information from interviews with prisoners; deal with prisoners' having anti-social attitudes; communicate effectively; establish and maintain an effective working relationship with individuals and groups; and maintain records, prepare reports, and compose correspondence related to work.

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

8/30/2016

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