

# UPWARD MOBILITY PROGRAM

## Annotated Guide

Target Title: **Corrections Assessment Specialist**

Position Title Code: 09758

Salary Grade: RC-063-19

Credential or Certificate: Credential

User Agency: Corrections

Corrections Assessment Specialists are located in Corrections parole offices and correctional centers in counties throughout the state. Under direction, this position conducts periodic interviews with an assigned caseload of offenders. These interviews assess offender needs to determine appropriate individual and group programs and tools to aide in adjusting to incarceration, promoting rehabilitation opportunities and successfully reintegrating into the community. They gather statistical information and prepare reports for management review, chart casework activity, maintain case management documentation and records, prepare and update treatment reports and re-entry case plans. The Specialist positions in parole offices focus on counseling and assisting offenders to successfully re-integrate them into the community. They participate in case planning, goal setting and providing information on obtaining available re-entry and community services. The Specialists working in correctional centers focus on orientation and case work of new offenders. They complete assessments on assigned offenders and identify appropriate programs and services to assist with institutional living and provide guidance in pre- and post-release preparation for re-integration. They conduct periodic follow up interviews to update initial assessments.

### Minimum Training and Experience

**UMP will only pay for a Master's degree in Psychology, Mental Health Counseling, Rehabilitation Counseling, Sociology, or Social Work.**

Requires a master's degree from an accredited college or university evidencing completion of a program major of social work, psychology, or a directly related field.

Requires one year of professional direct-client casework experience, preferably in a correctional setting, that includes conducting risk and needs assessments, and, performing one of the following functions: client intake interviews, assessments or other evaluative processes; professional individual or group counseling; or, providing reentry services to individuals transitioning from incarceration into the community.

### Grading Guide

Meeting the educational requirements listed on this annotated guide and working less than twelve (12) months of professional casework experience in a correctional or custodial setting such as a juvenile facility, county or city jail, mental health custodial or forensic institutional environment **OR** meeting the educational requirements listed on this annotated guide and working at least one year and one month of professional casework experience in a non-correctional or other custodial type setting will entitle the participant to be evaluated as MINIMALLY QUALIFIED which is equal to a "C" grade.

Meeting the educational requirements listed on this annotated guide and working at least one year of professional direct-client casework experience, preferably in a correctional setting, that includes conducting risk and needs assessments, and, performing one of the following functions: client intake interviews, assessments or other evaluative processes; professional individual or group counseling; or, providing reentry services to individuals transitioning from

incarceration into the community will entitle the participant to be evaluated as QUALIFIED which is equal to a "B" grade.

Meeting the educational requirements listed on this annotated guide and working at least two years of professional experience as listed above will generally entitle the participant to be evaluated as QUALIFIED which is equal to an "A" grade.

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