

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Correctional Case Worker

CLASS CODE: 2337

GENERAL DESCRIPTION OF DUTIES:

Incumbents interview and evaluate detainees for security placement, social, psychological, substance abuse counseling and other services, and refer detainees to services.

DISTINGUISHING CHARACTERISTICS:

This is a journey-level protective service classification in the Corrections and Legal Series – Corrections Group job family within the City of St. Louis. Incumbents perform a limited variety of moderately complex duties. The distinguishing characteristics of this classification within the series include responsibility to address the social, mental, counseling and other needs of detainees.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is an individual contributor class, meaning the incumbent is responsible for his/her own work including output, quality and timeliness. Incumbents may, however, explain work processes and train others, such as new employees, in the same or similar job title. The individual contributor may serve as a resource or guide by advising others on how to use processes within a system or as a member of a collaborative problem-solving team.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Interviews detainees, screens and compiles information. Defines service needs and determines short and long-term client goals.

Refers detainees to medical, psychological, substance abuse and other service agencies. Monitors services to assure quality.

Provides orientation to new detainees. Answers detainee questions.

Identifies detainee infractions and appropriate disciplinary determinations. Counsels detainees regarding rules, appropriate behavior and consequences of infractions.

Intervenes in crisis situations such as acute emotional or physical distress.

Contacts detainee families and legal representatives to provide appropriate information.

Maintains detainee files, case notes, contact reports, social service files, detainee payroll records and other records.

Facilitates detainee counseling groups.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.

Human Interaction:

Requires the ability to provide paraprofessional level counseling in semi-specialized areas, such as social service referral and casework.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate a variety of office equipment such as computer terminal, typewriter, telephone, fax machine, calculator/adding machine, computer printer and photocopier.

Verbal Aptitude:

Requires the ability to utilize a variety of advisory data and information such as detainee records, case notes, referral recommendations, incident reports, contact sheets, grievance forms, treatment plans, intake forms, directories, statutes, procedures, guidelines and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division.

Functional Reasoning:

Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to disease and irate individuals poses a very limited risk of injury.

Physical Requirements:

Requires the ability to lift files and office materials up to twenty pounds.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of shapes and sounds associated with job-related objects, materials and tasks to clearly distinguish objects and communicate with detainees and others.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.