

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

CORRECTIONS TREATMENT OFFICER TRAINEE

POSITION CODE: 09866
Effective: 11-1-16

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, and subsequently under direct supervision for a period of twelve months, receives formal classroom instruction and on-the-job training while performing beginning level professional functions in a range of individual, group and social development services providing for the care, safety, well-being and personal development of adult offenders – including geriatric and other specialized populations – with emotional, social, and/or mental health issues. Receives training in security and custodial functions. Learns to be a contributing member of a multidisciplinary treatment team. Work at this level is closely supervised and work products are reviewed and discussed with the incumbent until the employee has demonstrated proficiency in accomplishing each new skill or assignment – both in the areas of treatment and security/safety.

Receives training by participating in treatment assignments that may include, but are not limited to, social and recreational activities, motivational training, personal care and social skills development, teambuilding and group facilitation, work habits training, goal setting, academic skills and study habits mentoring and monitoring. Learns to maintain individual behavioral case records for the individual service plans. Receives training in the proper methods for conducting safety and security assignments covering a variety of areas (e.g., conducting searches, supervising the movements of offenders, patrolling offender-occupied areas, standing guard at certain locations, including towers, healthcare units, dining halls, gates, etc.).

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives training in methods designed to provide role-modeling behavior, facilitate appropriate communications and develop suitable problem solving and conflict resolution skills for assigned offenders. Learns to supervise and monitor the progress of offenders in accordance with the individualized service plan.
2. Learns to provide offenders with immediate reinforcement of appropriate interactions, limit setting, and correction of inappropriate communication and interaction.
3. Receives instruction in working with counselors and other professional and direct support staff in order to provide additional assistance and support services to offenders, through individualized interaction and group program facilitation.

CORRECTIONS TREATMENT OFFICER TRAINEE (Continued)

4. Assists in ensuring offenders have access to necessary and appropriate medical services. Receives instruction in the methods used to develop and implement an individualized service plan including, but not limited to, monitoring implementation of the plan, preparing periodic written and oral reports, attending professional staff meetings for assigned offenders, and contributing to the plan in areas of specialization, goal setting, behavioral observations and management issues.
5. Receives training in the methods used to motivate and encourage individuals in order to promote their habilitation and treatment and to participate in the implementation of established treatment and habilitation programs. Observes individuals and reports their behavior and reactions to other professional staff members. Is trained to document care, treatment and progress in an individual's active service plan or other designated records and in participating as a member of a treatment team.
6. Receives on-going training to develop new skills and improve proficiency in carrying out specialized service delivery programs involving group or individual services to offenders.
7. Receives instruction in methods used to complete all required reports.
8. Learns to supervise offenders in accordance with specified agency rules and standards. Acquires knowledge and skills necessary to stand guard in a tower armed with firearms, to patrol yards, grounds, cell house or corridors, dormitories and work areas and to assist in searching for fugitives, and their capture and return to the institution. Requires offenders to meet standards; keeps perpetual count of assigned offenders.
9. Assists in transporting and supervising offenders' movements to and from destinations inside and/or outside the facility grounds including but not limited to, correctional centers, courts and hospitals; responsible for the safe arrival and/or return of offenders; observes behavioral and social interaction of offenders and learns to intervene when conflicts occur and to deescalate situations.

CORRECTIONS TREATMENT OFFICER TRAINEE (Continued)

11. Assists in conducting searches of visitors, offenders, cells, cell houses and/or work locations for contraband. Aids others in conducting periodic inspections of a facility to assure the safety and well-being of offenders being served. Maintains assigned area in a safe, clean, and orderly condition; performs housekeeping functions and supervises individuals in general housekeeping activities. Assists in issuing clothes, provisions, tools and other commodities to offenders; learns to control use and preservation of same.

12. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires either a bachelor's degree from an accredited college or university specializing in criminal justice, penology, psychology, social work or a closely related social science, or a bachelor's degree from an accredited college or university in another field of study and at least one year of experience providing direct service in the field of mental health and one year of experience in the field of corrections.

Knowledges, Skills and Abilities

Requires elementary knowledge of behavioral problems and interventions required to foster appropriate behaviors.

Requires elementary knowledge of the nature and treatment of mental illness or developmental disabilities.

Requires elementary knowledge of bio-psycho-social aspects of mental illness and developmental disability.

Requires elementary knowledge of rules and regulations and specific procedures for carrying out work assignments.

Requires elementary knowledge of basic first aid and emergency response protocols in order to deal with emergency situations.

Requires ability to be trained to work with clients in an empathetic and understanding manner in order to engender cooperation in daily living activities and support the individual development process in accordance with the service delivery plan.

Requires effective communication with professional delivery staff.

CORRECTION TREATMENT OFFICER TRAINEE (Continued)

Requires familiarity with the Mental Health Treatment Plan and eventual participation in the Multidisciplinary Treatment Team.

Requires ability to acquire skills in order to communicate with offenders in a manner that promotes cooperation in daily living activities and supports their recovery.

Requires ability to follow oral and written instructions, and regulatory requirements.

Requires ability to write reports and maintain records, some of which require keyboarding skill.

Requires ability to be trained to organize, coordinate and lead recreational and social activities.

Requires ability to be mentored by other staff and to receive training for assignments, practices, and techniques.

Requires physical agility and strength to stand and walk for up to three hours at a time, to run for short distances, and to provide physical intervention and control, as necessary, in order to protect and/or restrain individuals.

Requires possession of an appropriate valid driver's license.

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level.