

Correctional Counselor Job Description

Duties and Responsibilities:

- Assess the convict's emotional and social needs and their possibility of committing offenses again, and make plans for the kind of treatment required in that situation
- Maintain and support inmates' documentation, progress notes, classification reports, social histories, and counseling records
- Work together with other members of the treatment squad, such as parole officers, correctional officers, and other professionals to combine efforts and ensure a consistent and effective approach to rehabilitation
- Make suggestions concerning the suitable classification level of inmates to assess their behavioral and positive changes made towards self-improvement
- Carry out both individual and group rehabilitation sessions, and make provision for guidance and support while working towards rehabilitation
- Take part in case discussions with other correctional counselors concerning rehabilitation options while handling drug or alcohol treatment programs
- Obtain information from family members of the client, inmate files, reports, and records and use them to develop treatment programs
- Help inmates acquire post-release planning and job readiness, and get in touch with community resources to sustain their transition back into the society
- Prepare detailed reports and documentation of inmates' rehabilitation plans, progress, and other necessary information
- Utilize designed and implemented plans to address identified needs, including vocational training, cognitive behavioral therapy, aggression management, and drug abuse treatment
- Work as the unit professional and coordinator handling issues pertaining to trust fund activities, such as inmate withdrawals and

special purchase orders; and inmate personal property, including incoming and outgoing package approvals

- Ensure successful inmate reintegration into the community by adjusting treatment plans, providing ongoing support, and tracking inmates' progress
- Organize inmate examination to identify their strengths and needs, build and implement rehabilitation strategies, as well as facilitate recreational, educational, and vocational programs
- Meet individually with inmates and ask questions to support them to work on their own minds and come to their own conclusions about positive behavioral changes
- Utilize the theories of psychology to view inmates as patients and use the exact methods a correctional counselor would use to bring a permanent solution to their problems through a planned treatment schedule
- Dive into the emotions and thoughts that drive behavior, and help patients find those connections in order to understand them and make better behavioral choices
- Educate inmates and families on coping strategies, social and life skills, as well as substance abuse and its impact on their lives
- Make arrangement for provision of support and resources to inmates as they work towards recovery
- Offer conflict resolution and crisis intervention services to create a peaceful and problem-free environment
- Assess security risks and suggest preventative measures for the safety of inmates, and even advocate for their rights and needs within the correctional system.

Correctional Counselor Requirements – Skills, Knowledge, and Abilities

- **Strong Communication:** Correctional counselors need excellent verbal and written communication skills to participate in case management, write reports, and interact with inmates, coworkers, and other stakeholders. They should pay full attention to the concerns of the inmates to answer any questions that may be asked.

- **Interpersonal Skills:** For correctional counselors to build relationship with inmates, they need to possess solid interpersonal skills. It will help them to develop a beneficial relationship that will lead to a successful treatment.
- **Resilience:** Correctional counselors might make mistakes occasionally but they need to correct their mistakes so they can move on to improve in their role. It is the correctional counselor's responsibility to learn from the experience of fight or injury and take necessary steps to prevent it in the future.
- **Organizational Skills:** Correctional counselors need strong organizational skills to keep records, handle caseloads, and coordinate different activities in the best way possible.
- **Problem-Solving Skills:** Correctional counselors need good problem-solving skills to assess situations and make effective plans toward resolving issues.
- **Excellent Observation Skills:** Correctional counselors need to have good observation of things happening around them. With the skills, they can easily identify and address minor problems that are yet to erupt. The observation skills will help stop illegal activities and strange behaviors of inmates for their safety before the situation gets worse.
- **Analytical Skills:** Analytical skills help correctional counselors to find out strange activities and take proper action for a solution. Problem-solving needs analytical skills to prevent them from happening again after solving them.
- **Decision-making Skills:** Correctional counselors require the skill that will enable them make firm decisions. They need self-confidence and a strong analytical mind when making decisions in order to gain respect from inmates and coworkers.
- **Stress Management Skills:** Correctional counselors don't need to be overwhelmed with stress no matter how stressful their job may seem to be. It requires the adequate skills to be able to manage stress and react positively during severe situations.
- **Obedience Skills:** As rehabilitation center can be a stressful atmosphere with a variety of groups of people living together, both the staff and the client should develop the ability to follow the rules. Correctional

counselors need to research legislation and understand the rules and regulations before applying for a correctional counselor position.

- **Confidentiality:** Correctional counselors need to keep any information they receive private. Except it's required for medical purpose or another important reason, correctional counselors don't have the right to reveal any information about their clients.
- **Compassion:** Correctional counselors should show a true concern for the welfare of inmates to be able to effectively counsel and rehabilitate them. Compassion will help them develop a good relationship with their clients, understand and relate to their challenges and experiences to support and advise them.
- **Dispute Resolution and Negotiation Skills:** During rehabilitation of inmates, correctional counselors require the skills to handle any disagreement or quarrel that may occur among inmates or colleagues so as to maintain peace.
- **Self-discipline:** Self-discipline will help correctional counselors concentrate fully on their work and apply logical means of handling situations, such as fight or quarrel. They will keep making researches and continually learn and develop new skills to do better at work using self-discipline.
- **Collaboration:** Working together as a team creates room for support and also makes work more efficient and pleasurable. Although the job of a correctional counselor can be stressful, it's easier with a team that is supportive.
- **Negotiation Skills:** While they enforce rules and regulations, correctional counselors can have empathy and understanding for inmates. The negotiation skills that correctional counselors need to possess is to help resolve issues among inmates.
- **Critical Thinking Abilities:** Correctional counselors need to examine information, analyze risks, and make knowledgeable judgments. They should be able to understand the issues and challenges offenders are confronted with so that they can determine and make use of the appropriate treatment.