

## **LACKAWANNA COUNTY PRISON CORRECTIONAL COUNSELOR**

The Lackawanna County Prison serves as the sole correctional facility in Lackawanna County for adults who are accused of a crime or have been found guilty of a crime. The Prison regularly holds local prisoners who are both in a pre-trial status and sentenced to serve their time locally. In addition, the Prison also holds detainees from the U.S. Marshals Service and from the Immigration and Customs Enforcement Department.

Lackawanna County is committed to providing rehabilitative services to those who want and need it during their stay at the facility. In keeping with that directive, the Prison employs individuals in the role of Correctional Counselor to provide counseling and social service casework to those confined in the facility. Additionally, Correctional Counselors also interact with the Courts, parole agencies and other criminal justice agencies on a daily basis.

### **Key Responsibilities:**

- Manage an inmate caseload by interviewing and answering inmate request slips
- Counsel inmates on an individual basis in regards to their needs and requests during incarceration, as needed
- Provide records of completed casework contacts and post to inmate clinical record.
- Administer initial intake interviews
- Keep and organize all treatment records, statistics and files of inmate caseload
- Make drug and alcohol treatment recommendations to staff
- Perform all other duties and requirements as assigned or required by the Assistant Warden of Treatment and/or Warden
- Works with correctional staff for the operational needs of the prison

### **Qualifications:**

- Considerable knowledge of Correctional Counseling principles and practices
- Knowledge of interviewing techniques
- Ability to work with inmates and gain their confidence
- Ability to prepare and record individual and group treatment progress notes
- Ability to analyze personal situations and problems and determine a direct course of rehabilitative action
- Ability to follow the written policy and procedures of the prison and the Treatment Department

A Bachelors Degree with concentration in the Social Services/Human Services field including, but not limited to Psychology, Rehabilitative Counseling, Social Work, Sociology or Criminal Justice. A history of working within the Criminal Justice System or with community counseling, disturbed and/or deviant clients is required.

The position has regular days/hours as follows: Monday through Friday from 9:00am to 4:00pm (one shift per week may be required from 1:00 pm to 8:00 pm in the future). The annual salary is \$31,456.00 and is not negotiable. The position is a union position and salaries have been negotiated and locked in with a 2.5% increase for the next two years.

Interested candidates should submit a letter of interest, resume, and application stating qualifications for the position and personal references to Janine M. Donate, Warden or Mr.

Timothy M. Betti, Assistant Warden of Treatment on or before June 30, 2009. Applications received after this date will not be accepted. Please forward information to:

Deputy Director for Human Resources  
Lackawanna County Administration Building  
200 Adams Avenue, 6<sup>th</sup> Floor  
Scranton, PA 18503

Email: [pearsonn@lackawannacounty.org](mailto:pearsonn@lackawannacounty.org)

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