SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 07/11/18 CLOSING DATE: 07/18/18 (4:30 PM)

SCDC INTERNAL TITLE: CASEWORKER I SCDC POSITION #: 011693
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: KIRKLAND CORRECTIONAL INSTITUTION, COLUMBIA (RICHLAND) LEVEL 3

STATE JOB TITLE: PROGRAM ASSISTANT STATE JOB CLASS: AH30
PAY BAND/LEVEL: 04 C
BAND: 04 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 029192 - $ 037695 SCEIS POSITION #: 61019156

MINIMUM AND ADDITIONAL REQUIREMENTS:
A HIGH SCHOOL DIPLOMA AND RELEVANT PROGRAM EXPERIENCE.
A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED
PROGRAM EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES). ANY FOUR (4) YEAR COMBINATION OF EDUCATION,
CORRECTIONAL AND/OR PROGRAM EXPERIENCE.

DESCRIPTION OF DUTIES:
UNDER GENERAL SUPERVISION, ADMINISTERS GROUP/SELECTED INDIVIDUAL
TESTS, CONDUCTS INTERVIEWS TO DETERMINE VOCATIONAL AND TREATMENT
INFORMATION. REFERS INMATES FOR ADDITIONAL ASSESSMENT. PROVIDES
ORIENTATION FOR EACH INMATE THROUGH VIDEO AND VERBAL COMMUNICATION.
EXPLAINS THE INTAKE PROCESS AND PROVIDES AN OVERVIEW OF THE SCDC.
ADMINISTERS AND EVALUATES GROUP TESTS OF INTELLIGENCE, ACADEMIC
ACHIEVEMENT AND SUBSTANCE ABUSE. INDIVIDUALLY CONDUCTS THE
INTAKE ASSESSMENT INTERVIEW ON EACH INMATE AND MAKES APPROPRIATE
CRT ENTRIES AS REQUIRED ON ASSESSMENT SCREENS. GENERATES APPROPRIATE
REFERRALS BASED ON ASSESSMENT DATA. REVIEWS ALL INMATE RECORDS FOR
APPROPRIATE DOCUMENTATION AND CONTACT PROPER INDIVIDUALS/AGENCIES
TO OBTAIN ADDITIONAL INFORMATION WHEN NEEDED. COMPLETES INSTITUTIONAL
ASSIGNMENT AND ADD TRANSFER REQUESTS TO ASSIGNED INSTITUTIONS.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING