SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 12/20/16 CLOSING DATE: 12/30/16 (4:30 PM)

SCDC INTERNAL TITLE: HUMAN SVCS SPEC II SCDC POSITION #: 011939
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: LEE CORRECTIONAL INSTITUTION, BISHOPVILLE (LEE) LEVEL 3

STATE JOB TITLE: HUMAN SERVICES SPEC II STATE JOB CLASS: GA40
PAY BAND/LEVEL: 04 E
BAND: 04 SALARY RANGE $ 026988 - $ 049932 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: $ 031575 - $ 033934 SCEIS POSITION #: 61020019

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). A BACHELOR'S DEGREE AND ONE (1) YEAR RELEVANT PROGRAM EXPERIENCE.

DESCRIPTION OF DUTIES:
PROVIDES INDIVIDUAL AND GROUP COUNSELING. CONDUCTS PROGRAM SPECIFIC LECTURES. PROVIDES CASE MANAGEMENT SERVICES. CONDUCTS DRUG TESTING AS REQUIRED. PROVIDES DISCHARGE/AFTERCARE PLANNING REFERRAL SERVICES FOR SUCCESSFUL COMMUNITY REINTEGRATION (EMPLOYMENT, VOCATIONAL REHABILITATION, HOUSING, ETC.). COMPLETES CLINICAL ASSESSMENTS TO DETERMINE THE COURSE OF ACTION, PLAN TREATMENT AND EVALUATE ONGOING PROGRESS OF PROGRAM PARTICIPANTS. DEVELOPS AND IMPLEMENTS TREATMENT PLANS OUTLINING DESIRED OUTCOMES AND INTERVENTION STRATEGIES. MAINTAINS CLINICAL DOCUMENTATION OF ALL SERVICES PROVIDED AND CONTACTS MADE FROM INTAKE TO DISCHARGE. ENSURES CLIENT CONFIDENTIALITY AND CLIENT RIGHTS ARE MAINTAINED. PARTICIPATES ON A MULTI-DISCIPLINARY TREATMENT TEAM FOR PURPOSES OF PROGRAM EVALUATION, DEVELOPMENT AND CASE MANAGEMENT CONSULTATION. PARTICIPATES IN STAFF MEETINGS AND ATTENDS TRAINING AS REQUIRED. COMPLETES ASSIGNED MONTHLY REPORTS AND SUBMITS AS REQUESTED FOR SUPERVISORY REVIEW.
COMMENTS:
MUST ATTEND SCDC BASIC TRAINING
REANNOUNCEMENT
MUST ATTEND SCDC BASIC TRAINING