

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 02/13/18

CLOSING DATE: 02/21/18 (4:30 PM)

SCDC INTERNAL TITLE: CASEWORKER I

SCDC POSITION #: 011688

HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM

LOCATION: WATeree RIVER CORRECTIONAL INSTITUTION, REMBERT (SUMTER) LEVEL 2

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 #: 61022600

MINIMUM AND ADDITIONAL REQUIREMENTS:

A HIGH SCHOOL DIPLOMA AND RELEVANT PROGRAM EXPERIENCE.

A BACHELOR'S DEGREE MAY BE SUBSTITUTED FOR THE REQUIRED PROGRAM EXPERIENCE.

ANY FOUR (4) YEAR COMBINATION OF EDUCATION, CORRECTIONAL, AND/OR PROGRAM EXPERIENCE.

DESCRIPTION OF DUTIES:

EVALUATES INMATE RECORDS TO DETERMINE ELIGIBILITY FOR INSTITUTIONAL ASSIGNMENT, CUSTODY CHANGES, EMPLOYMENT AND TREATMENT PROGRAM.

COORDINATES AND IMPLEMENTS AN EQUITABLE CLASSIFICATION SYSTEM FOR A CASELOAD OF APPROXIMATELY 250 INMATES. CONDUCTS PERIODIC REVIEWS AND EVALUATES INMATES PROGRESS. INTERVIEWS INMATES. DISCUSSES/RECORDS

PROGRESS MADE ON A PERIODIC BASIS. COUNSELS WITH INMATES RELATING TO THEIR GENERAL INSTITUTIONAL ADJUSTMENT OR RELATED PROBLEMS. RESPONDS

ORALLY AND/OR THROUGH WRITTEN CORRESPONDENCE TO INQUIRIES OF INFORMATION ON INMATES BY DEPARTMENTAL OFFICIALS AND OTHER AGENCIES.

OPERATES THE SCDC COMPUTER TO ASCERTAIN INFORMATION PERTAINING TO INMATES SOCIAL, CRIMINAL, EDUCATIONAL AND FAMILY HISTORIES.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING