



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code: 5108

CORRECTIONAL CASEWORKER
GRADE I

SCOPE OF WORK:

Work involves overseeing the day-to-day safety, security, and rehabilitation needs of inmates on a living unit.

DUTIES PERFORMED:

- Orientate new inmate arrivals into the unit; complete new arrival questionnaire/assessment for the Individual Treatment Plan and determine educational/vocational needs.
- Develop, implement, monitor and update day-to-day individual inmate case plans, assist with setting formal program goals, and make necessary changes to ensure progress toward goals.
- Assist inmates with daily living skills, family problems, crisis intervention, institutional adjustment, compliance with treatment plans and goals, release planning needs, and academic and cognitive counseling.
- Supervise and develop the correctional officers assigned to the housing units; conduct performance evaluations for assigned Correctional Officers.
- Control access and security of all unit keys; monitor staff use of unit keys.
- Investigate and attempt informal resolution of grievances and complaints; resolve disputes between staff and inmates.
- Implement the suicide prevention/crisis intervention policy; supervise and track all cases in the unit.
- Supervise, schedule, and implement searches of inmates' quarters and living units to ensure safety and sanitation standards are met.
- Conduct inmate counts in assigned unit to ensure security and early detection of escapees.
- Ensure compliance with regulations, memorandums, post orders, policies, procedures, and unit plans to maintain order and operation of the unit.
- Maintain emergency evacuation procedures and escape routes; and execute evacuation procedures when required.
- Complete safety, hygiene, and physical plant inspections throughout the unit; complete any follow up documentation and report findings to the designated staff.
- Perform drug and alcohol usage tests as needed; monitor inmate mail; safeguard inmates' personal property, and state property according to policy.
- Coordinate the transfers of inmates and case files between units.
- Provide assistance to administrative staff in dealing with inmate personal problems.

- Maintain the inmate file system by updating all documents as required; responsible for record security.
- Serve as a member on various unit boards or committees.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires five years of work experience performing duties comparable to that of a Correctional Officer II or Juvenile Institutional Residence Specialist I in providing for the supervision and rehabilitation needs of offenders or juveniles in a field of corrections. College level coursework may substitute for the work experience on a year-for-year basis.

Eff. Date: 01/94

Rev: 05/94 – Changed minimum qualifications

Rev: 10/97 – Changed minimum qualifications

Rev: 10/98 – Updated minimum qualifications

Rev: 11/03 – Updated minimum qualifications

Rev: 07/07 – Updated scope, duties, minimum qualifications, factoring, and grade level.

Rev: 12/10 – Revised minimum qualifications for adult and juvenile experience.

Rev: 07/12 – Conversion to Hay System