



## County of Berks POSITION DESCRIPTION FORM

<b>Position Title:</b>	Treatment Counselor		
<b>Department:</b>	Berks County Jail	<b>Reports To: (Title)</b>	Clinical Supervisor
<b>Effective Date:</b>	September 1, 2003	<b>Revision Date:</b>	April 2008 January 16, 2020
<b>Wage Category:</b>	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
<b>EEO-1 Category:</b>	Professional	<b>Union Classification:</b>	PSSU

### POSITION SUMMARY:

The Treatment Counselor conducts group and individual counseling. This position oversees other programs and services such as institutional employment, earned time, volunteer's process, and service provided by volunteer organizations. This position is also responsible for conducting case-management on units, which may include performing classification reassessments, institutional parole summaries, writing referrals, visitation schedules, and networking on behalf of inmates.

### POSITION RESPONSIBILITIES:

#### ***Essential Functions***

1. Conducts group and individual counseling.
2. Addresses inmate concerns through case-management on unit, which may include completing institutional parole summaries and classification reassessments.
3. Coordinates other institutional programs, which may include institutional employment, earned time, volunteer's process, and programs implemented by volunteer organizations.
4. Maintains required and appropriate documentation of inmate records, which may include reports, logging of inmate's programming, visitation lists, funeral furloughs, and reviews for inmates in administrative segregation.
5. Serves as liaison to community providers, which may include parole authorities, court officials, and treatment service providers.
6. Collects and date stamps communication forms from units. Also distributes answered communication forms to inmates.
7. Completes any other duties as assigned by the Deputy Warden for Treatment, Clinical Supervisor, or Treatment Supervisor.

#### ***Non-Essential Functions:***

Nothing unusual.

### ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of counseling theories and interventions.
- Awareness of multi-cultural issues in counseling.
- Ability to communicate effectively both orally and in writing.

- Ability to prioritize and organize multiple tasks to meet deadlines.
- Ability to handle and operate personal computers, copiers, printers, radios, keys, telephones, and other office equipment.
- Ability to work independently on a variety of duties.
- Ability to train new staff in all duties of treatment counselor.
- Ability to oversee and train interns in all duties of treatment counselor.
- Ability to meet all employment criteria established by the Berks County Prison, which may include job interview, urine drug screen, physical/health assessment, criminal background check, aptitude assessment, psychological assessment and interview by psychologist.
- Ability to meet standards established by the PA DOC in PA Code Title 37.
- Knowledge of the ethical standards as outlined by the American Psychological Association.
- Ability to handle stress.
- Physical presence in the office is required.

**MINIMUM EDUCATION AND EXPERIENCE:**

- Bachelor’s degree in Psychology, Counseling, Social Work, or closely related field. Degree must be obtained from an accredited college or university.
- Two (2) years of documented direct counseling experience in an agency or government setting.

**PHYSICAL DEMANDS:**

- Ability to lift and carry files and documents weighing up to and including sixteen (16) pounds.
- Ability to ambulate frequently from one end of the prison to the other departments and units.
- Ability to stand for periods up to two (2) hours.
- Ability to sit for periods up to two (2) hours.
- Ability to pull and open grill gates and unit doors.
- Ability to reach overhead at a full arms length.

**WORKING ENVIRONMENT:**

- Requires working within the confines of a secure prison.
- Requires working in loud, small, and not private work spaces.
- Requires working in an environment where personal safety may be of concern.
- Requires working in an environment where there is possibility of foul odors.

*This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.*

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**ACKNOWLEDGEMENT OF RECEIPT OF POSITION DESCRIPTION**

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*Signature of Employee*

\_\_\_\_\_  
*Date*

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*Signature of Supervisor*

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*Date*

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