Career Opportunity Bulletin

CORRECTIONAL CARE & TREATMENT WORKER

Code: 524800        Pay Grade: 18  ($17.32 – 21.96/hr)

Open for Recruitment: June 13, 2016 - Until Canceled

JOB DESCRIPTION

The Department of Corrections has future anticipated vacancies at the Maine Correctional Center, Central Office, Downeast Correctional Facility, and/or the Maine State Prison. Qualified applicants will be placed on an Employment Register that will be used to fill these vacancies.

This is paraprofessional work in support of mental health professionals and security staff. As an employee in this position you will be involved with the development, implementation, adjustment, and ongoing delivery of prisoners’ care and treatment in a correctional facility. You will be a participating member in the interdisciplinary treatment team. The primary focus of this work is the coordination and monitoring of individual case plans (ICP’s).

Typical Duties

- Interviews prisoners, gathers information, and assists professional staff in the development of psychosocial files and individual case plans (ICP’s).
- Monitors and documents prisoner behavior, analyzes prisoner progress, and prepares and submits regular and/or special written reports to treatment team.
- Coordinates scheduling of prisoner activities and ensures required attendance in accordance with terms and conditions of individual case plans (ICP’s).
- Maintains and monitors case/ICP files.
- Counsels and assists prisoners individually and in groups; and provides emotional support, guidance, and/or referral to mental health and/or other staff to resolve problems and issues.
- Interviews prisoners to identify prisoner problems/issues and gather information to be used in determining ICP effectiveness.
- Confers with treatment team colleagues, provides information, and recommends modifications and/or adjustments to ICP’s as necessary.
- Maintains unit classification files, assists prisoners with preparation of classification/program requests, and confers and consults with classification staff.
- Responds to security emergencies and provides assistance to security staff.

MINIMUM REQUIREMENTS

In order to qualify, you must have, a five (5) year combination of education, training, and/or experience providing knowledge of case management principles and practices and/or correctional care and treatment programs.

Maine State Government is an Equal Opportunity/Affirmative Action Employer.
We provide reasonable accommodations to qualified individuals with disabilities upon request.
Value of State-paid Dental Insurance: $13.13 biweekly

Value* of State-paid Health Insurance:
- Level 1: 100% State Contribution (employee pays nothing): $428.24 biweekly
- Level 2: 95% State Contribution (employee pays 5%): $407.48 biweekly
- Level 3: 90% State Contribution (employee pays 10%): $386.73 biweekly
- Level 4: 85% State Contribution (employee pays 15%): $365.97 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee’s wage rate and status with regard to the health credit premium program as of July 1, 2016

Value of State’s share of Employee’s Retirement: 20.85% of pay.