

# SC DEPARTMENT OF CORRECTIONS

## -JOB POSTING NOTICE (EOE)-

OPENING DATE: 03/13/18

CLOSING DATE: 03/20/18 (4:30 PM)

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SCDC INTERNAL TITLE: CASEWORKER I

SCDC POSITION #: 017301

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

LOCATION: PERRY CORRECTIONAL INSTITUTION, PELZER (GREENVILLE) LEVEL 3

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 #: 61018281

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

DESCRIPTION OF DUTIES:

EVALUATE INMATE RECORDS TO DETERMINE ELIGIBILITY FOR INSTITUTIONAL ASSIGNMENT, CUSTODY CHANGES, EMPLOYMENT AND TREATMENT PROGRAMS. COORDINATE AND IMPLEMENT AN EQUITABLE CLASSIFICATION SYSTEM FOR A CASELOAD OF APPROXIMATELY 250 INMATES. CONDUCT PERIODIC REVIEWS AND EVALUATE INMATE'S PROGRESS. INTERVIEW INMATES, DISCUSS AND RECORD PROGRESS MADE ON A PERIODIC BASIS. COUNSEL INMATES RELATING TO THEIR GENERAL INSTITUTIONAL ADJUSTMENT OR RELATED PROBLEMS. RESPOND ORALLY AND/OR THROUGH WRITTEN CORRESPONDENCE TO INQUIRIES OR INFORMATION ON INMATES BY DEPARTMENTAL OFFICIALS AND OTHER AGENCIES. OPERATE THE SCDC COMPUTER TO ASCERTAIN INFORMATION PERTAINING TO INMATES' SOCIAL, CRIMINAL, EDUCATIONAL AND FAMILY HISTORIES. MAY SERVE AS THE INSTITUTIONAL RECORDS MANAGER.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING