

SC DEPARTMENT OF CORRECTIONS

-JOB POSTING NOTICE (EOE)-

OPENING DATE: 08/10/17

CLOSING DATE: 08/17/17 (4:30 PM)

SCDC INTERNAL TITLE: LEAD COUNSELOR SCDC POSITION #: 021281
HOURS/WEEKLY: 037.50 SHIFT SCHEDULE: 02 WORK TIME: 0800 AM - 0400 PM
LOCATION: LEE CORRECTIONAL INSTITUTION, BISHOPVILLE (LEE) LEVEL 3

STATE JOB TITLE: PROGRAM COORDINATOR I STATE JOB CLASS: AH35
PAY BAND/LEVEL: 05 A
BAND: 05 SPECIAL INCENTIVE: NO
HIRING SALARY RANGE: \$ 032838 - \$ 042420 SCEIS POSITION #: 61022144

MINIMUM AND ADDITIONAL REQUIREMENTS:

A BACHELOR'S DEGREE AND RELEVANT PROGRAM EXPERIENCE.
(OR AN ACCEPTABLE EQUIVALENCY AS APPROVED BY THE DIVISION OF STATE
HUMAN RESOURCES). A MASTER'S DEGREE; OR A BACHELOR'S DEGREE AND TWO
(2) YEARS RELEVANT PROGRAM EXPERIENCE.

DESCRIPTION OF DUTIES:

UNDER THE DIRECT SUPERVISION OF THE UNIT DIRECTOR, PROVIDES DIRECT
SUPERVISION TO CLINICAL COUNSELOR ASSIGNED TO THE UNIT. ASSISTS
WITH PROGRAM EVALUATION, PLANNING, & DEVELOPMENT ACTIVITIES.
PROVIDES CLINICAL ASSESSMENT, TREATMENT PLANNING, REFERRAL, CASE MGMT,
COUNSELING, DOCUMENTATION, EDUCATION, & AFTERCARE PLANNING SERVICES.
ENSURES ONGOING COMPLIANCE WITH QUALITY ASSURANCE & PROGRAMMING
STANDARDS. COMPLETES CLINICAL ASSESSMENTS, DEVELOPS & IMPLEMENTS
TREATMENT PLANS OUTLINING DESIRED TREATMENT OUTCOMES & INTERVENTION
STRATEGIES. PROVIDES INDIVIDUAL & GROUP COUNSELING, ASSISTS CLINICAL
STAFF WITH PROGRAM IMPLEMENTATION & DELIVERY OF SERVICES AS NEEDED.
MAINTAINS CLINICAL DOCUMENTATION OF ALL SERVICES & CLIENT CONTACTS.
ASSISTS WITH SCHEDULING & MONITORING OF CLINICAL STAFF CASELOADS &
PROGRAM ACTIVITIES, ENSURES CONFIDENTIALITY & RIGHTS ARE MAINTAINED.
PARTICIPATES ON A MULTI-DISCIPLINARY TREATMENT TEAM. PARTICIPATES
IN STAFF DEVELOPMENT & IN-SERVICE TRAINING SESSIONS AS REQUIRED.

COMMENTS:

MUST ATTEND SCDC BASIC TRAINING