

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION

SOCIAL WORKER-CORRECTIONS
CLASSIFICATION SERIES**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wis. Admin. Code ER 2.04 for making classification decisions relative to present and future professional positions which provide professional social work and case management services to a specific adult or juvenile population within the Department of Corrections. Positions may serve a very specific client population within an adult or juvenile correctional facility or may serve a broad range of inmates throughout the facility. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

Classification decisions must be based on the "best fit" of the duties within the existing classification structure. The "best fit" is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the class concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards or factors; statements of inclusion and exclusion; licensure or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional social work positions located exclusively within the Department of Corrections. Wis. Stats., s. 457.01(9) defines "Social work" as "applying psychosocial, psychotherapeutic or counseling principles, methods or procedures in the assessment, evaluation, psychosocial or psychotherapeutic diagnosis, prevention, treatment or resolution of a social, psychological, personal, emotional or mental disorder of an individual, couple, family, group of individuals or community, including the enhancement or restoration of, or the creation of societal conditions favorable to the enhancement or restoration of the capacity of an individual, couple, family, group of individuals or community for social functioning or the delivery of services to a group of individuals or a community to assist the group or community in providing or improving the provision of social or health services to others." Positions allocated to this series provide professional social work and case management services to a specific or general adult or juvenile population. Social work services include (1) evaluating and assessing individuals' needs and placing them in groups and programs to address those needs; (2) developing case plans to meet those needs, and either carrying out the case plan or referring individuals to other qualified resources for assistance; and (3) providing intervention planning which may include counseling individuals on death of a family member or their involvement in verbal/physical altercations, providing offender advocacy, or referral to community resources to

meet offender's social needs. Employees occupying positions in this classification perform any combination of these functions.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions that meet the statutory definition of supervisor or management as defined in Wis. Stats., s. 111.81(19) and (13) as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions that are engaged in the direct provision of probation and parole activities a majority of the time and are more appropriately classified as Probation and Parole Agent.
3. Positions that are responsible for development, oversight, and monitoring of a specific treatment or treatment related program within an institution a majority of the time and are more appropriately classified as Treatment Specialist.
4. Positions that implement treatment plans for Alcohol and Other Drug Abuse (AODA) clients within an institution a majority of the time but do not have primary responsibility for development of the treatment plan and are more appropriately classified as Substance Abuse Counselor.
5. Social Worker positions in any state agency other than the Department of Corrections.
6. All other positions that are more appropriately identified by other classification specifications.

D. Entrance Into and Progression Through This Series

Employees enter positions within this classification series by competition. Progression to the senior level occurs via reclassification upon attainment of the necessary education and experience.

II. DEFINITIONS

SOCIAL WORKER-CORRECTIONS

This level is responsible professional social work. Positions at this level perform work similar to that described at the senior level for juveniles or adults. Positions provide evaluation, assessment, case management, group facilitation, group and individual counseling, and coordination of services with other institution and community resources. Positions carry total caseload responsibility for all types of clients. Positions may specialize in a particular type of caseload or may serve a broad range of client types. Work is performed under limited progressing to general supervision.

SOCIAL WORKER-CORRECTIONS – SENIOR

This is the objective level for positions that provide the full range of responsible, independent social work services for juveniles or adults. Social Workers may specialize in a particular type of caseload or may serve a broad range or general population of adults or juveniles. These positions provide continual assessment of adult or juvenile problems and capacities in groups and one-on-one sessions; formulate

case plans and monitor progress; provide counseling and develop institution and community resources to assist adult or juveniles upon transfer to another institution or release. Release to community planning consists of identifying vocational, educational, family, and housing needs upon release and resources to meet them so as to prevent return to old patterns of behavior and re-incarceration. Case plans are a joint effort between Social Worker and adults or juveniles that determine needs, strengths, plans and vocational, educational, and treatment goals; and address criminogenic risk factors such as criminal personality or substance abuse. Positions may facilitate treatment groups for adults or juveniles to meet program needs such as anger management, parenting skills, reentry to communities, or domestic violence. Positions at this level function under general supervision.

Representative Positions:

Department of Corrections, Division of Adult Institutions: Under general supervision, assesses inmate problems and capacities; formulates a case plan; monitors inmates' progress; provides counseling and individual and group therapy; and develops and refers inmates to appropriate institution and community resources upon transfer or release. Coordinates multi-disciplinary treatment efforts with other institution staff, Probation and Parole Agents, inmates and community resources. Makes recommendations relative to inmate security classification. May provide services to a diverse general population or a specialized population such as that at the Drug Abuse Correctional Center or other specialized treatment units (e.g. Sex Offender, AODA, Special Management Unit, Reentry) throughout the correctional system.

Department of Corrections, Division of Juvenile Corrections: Within the Lincoln Hills/Copper Lake Schools and under general supervision, identifies and assesses the nature and causes of juveniles' problems and capacities; formulates the service delivery plan to aid juveniles; monitors and implements the case plan; provides counseling and guidance and develops and refers juveniles to appropriate institution and community resources. Coordinates treatment efforts with other institution staff, aftercare Probation and Parole Agents, family, and community resources; and represents the institution in Office of Juvenile Offender Review proceedings.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

Must be certified at the appropriate level of "social worker" by the Joint Board of Marriage and Family Therapy Professional Counseling and Social Work within the Department of Safety and Professional Services by the completion of the probationary period.

IV. ADMINISTRATIVE INFORMATION

As a result of the Social Worker-Corrections (A, B, C) Personnel Management Survey, the Social Worker-Corrections A, B, and C classifications were abolished and the Social Worker-Corrections classification progression series was created effective June 30, 2013 and announced in Bulletin OSER-0327-MRS/SC to update the duties and to remove the lettered progression.