

# HELP WANTED:

## PELICAN BAY COUNSELOR POSITION

### DUTIES:

- Processes inmate marriage requests and correspondence course requests.
- Processes CDCR Form 1074, Request for Correspondence Approval.
- Documents inmate infractions on disciplinary reports.
- Processes inmate certified mail requests.
- Completes special projects as directed by the CCII.
- Interviews inmates and evaluates their adjustment and progress.
- Counsels inmates on personal, institutional, and family issues.
- Processes CDCR Form 193, Trust Withdrawal Orders.
- Makes a cell-by-cell caseload contact a minimum of two (2) times per month.
- Attends Annual Peace Officer Training (40 hours) and On the Job Training Module (12 hours).
- Attends mandatory training for Peace Officers and Correctional Counselors for new policy/procedures and/or revised policy/procedures, as they occur.
- Accesses DECS to determine whether the inmate has a disability and what, if any, accommodation is required.
- Ensures reasonable accommodations are afforded to inmates with disabilities (e.g., vision, speech, hearing impaired, non-English speaking, and learning disabled).
- Ensures equally effective communication during inmate general contacts and due process events.
- Provides direct and meaningful classification of inmates.

**REQUIREMENTS:** Bachelor's degree

**ANNUAL SALARY:** \$5,033–\$7,734

Adapted from USAJOBS.gov. Retrieved from [http://jobs.spb.ca.gov/wvpos/more\\_info.cfm?recno=590777](http://jobs.spb.ca.gov/wvpos/more_info.cfm?recno=590777)